The Social Letter

ELIZABETH MYERS

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BY

ELIZABETH MYERS

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PREFACE

THIS book is written not in the belief that the information contained therein is unfamiliar to the majority of its readers, but with the knowledge that, in our scurrying along to keep up with time, we have neglected the epistolary pen and resorted to means more rapid to express our thoughts. In the capsule forms of telegram, cable and other means, the art of graceful expression must necessarily be thrown in the discard.

Letter-writing to-day is a lost art. We have no modern Madame de Sévigné to stand immortal through her gift of correspondence. We no longer embroider with pretty words. The cavalier of the pen lies moldering in his frills and satin knee-breeches.

Yet now and again we are faced with a task that demands the taking up of our pen upon some social occasion. Immediately what should be a joy becomes a bugbear. It remains to be done, however, for courtesy and good-breeding stand inexorable sentinels. We know well

enough what it is we should say, but just *how* to say it, makes us pause and question.

I have, therefore, endeavored to place a few stepping-stones in the rushing river of social obligations; not only for those who need merely a gentle reminder to speed them on, but for the débutante, suddenly confronted with the demands that must come with her entrance into the social world.

If I have accomplished this I shall feel that my efforts have not been in vain.

THE AUTHOR.

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THE SOCIAL LETTER

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CHAPTER I

INTRODUCTION

A WISE man once said: "Never put in writing what you would not care to see printed in the newspaper."

This is a valuable rule to tack up in front of our desk to start with, and, while this little book aims to give points on the purely social side of letter-writing, the nature of which somewhat, if not entirely, precludes any danger of having our pen run away with us, this admonition is not altogether uncalled for here.

Function of the Social Letter

The *social* letter, in the strict sense of the word, differs widely from the *friendly* letter in that it is written for a distinct social purpose; for, or in response to, a purely social occasion. The friendly letter, on the other hand, is our proxy for a little tête-à-tête, telling of the personal news of the day and should be as extemporaneous as daily speech. Such letters, over

and above the demands of education and good-breeding, are given free scope and it would be as footless to dictate rules as it would to commit a monologue to memory prior to a friendly visit.

But for the social notes there are certain prescribed forms. We knit our brows and shake puzzled heads at the mere thought of having to write them. What must we say — just about how much? Mrs. Grundy is at our elbow, and the knowledge of her presence muzzles our spontaneity and we resort to a somewhat stereotyped form which, we feel sure, will pass muster. We do not wish to commit ourselves unduly, therefore, first and foremost let us remember that a social letter should always be brief. As Hamlet has it:

Brevity

"Since brevity is the soul of wit
And tediousness the limbs and outward flourishes
I will be brief."

To-day, of all times, we are a busy people with every moment precious, therefore just put ourselves in the position of a prospective hostess with her thousand-and-one duties; the replies to her invitations come pouring in. For her, at this particular time, the one interest is not the reason why so much as the direct knowledge

as to whether she may or may not be able to count us among her guests. The brief advice is, having said our say, *stop*.

Simplicity of Form and Language

Simplicity both in form and words is unaffected and graceful. Flowery language, extravagant expressions, effusiveness are, for the most part, effervescent and lack the reserve and dignity that are the passwords to good-breeding. "Trimmings" are so often only pathetic in their strained and obvious efforts to hide deficiencies. A letter filled with amenities is like so much suds, and contains as little of the real essence, so that the recipient, after wading through the sea of words, says to himself, "and after all — what?"

Oh, the joy of receiving a short note written to the point, aptly and ably expressed, free from all redundancy!

Forms

The social letter admits of two forms: the *formal* and the *informal*.

Formal Notes

The formal is as prescribed and conventional as a gentleman's dress suit and should be as immaculate in conformation. It is used only for invitations, announcements and replies thereto. In the formal note the third person is *always* used, and consistency, or rather uniformity, is strictly adhered to. For instance, we would not say:

Mrs. Blank Dash
regrets that *I* am unable to accept
Mrs. Blank's
kind invitation for dinner
on Wednesday, March the ninth,
as *I* have a previous engagement for that
evening.

In the second and last lines Mrs. Dash lapsed from the third person into the first in naming herself, thus throwing the whole out of gear. A good suggestion to bear in mind is to imagine that another person is writing for you, and therefore you would naturally say:

Mrs. Blank Dash
regrets that *she* is unable to accept
Mrs. Blank's
kind invitation for dinner
on Wednesday, March the ninth,
as *she* has a previous engagement for that
evening.

A formal note always demands an answer in kind. Among intimate friends a word or so of greeting may be added to "take off the chill," as, "do try to come," etc., but it is not to be denied that this is taking liberties with social usage.

The third-person note should always be

thought out with regard to wording and spacing. As a general rule, date and hour are always spelled out, not written numerically.

One side of the note-paper should hold all the text. For the most part the correspondence card is eschewed, perhaps for the reason that it presents a less elegant appearance than the double sheet folded once. But in the case where engraved invitations are used the card is resorted to. The stamped address or monogram is never used on *engraved* invitations, but where there is a coat of arms or crest, these may be used in the center, small and embossed, to lend distinction.

Informal Notes

For these, no cut-and-dried formula can be given, except in a general way.

The informal note holds place with the tuxedo coat, as the formal note does with the swallow-tail.

Forms of Address

Never, and this is most important, never address a person in a purely social note as "Dear Madam," or "Dear Sir." Remember that the social note must have all the features of a few moments' chat in the drawing-room, and so Mrs. Dash is entitled to the use of her name upon greeting, to show the *entente cordiale*. Upon no other occasion, except one of business, should "Dear Madam," etc., appear.

In America "my dear" is considered more formal than just "dear" — the reverse, however, is the case in England.

In Closing

It is a fact that ninety-nine times out of a hundred we get along swimmingly when writing the body of the letter, but with the closing sentence comes the rub how to break away gracefully. We do not wish to do this too abruptly, any more than upon meeting a friend should we leave him without a word or so of well-wishing. An awkward sentence in closing has so often marred what would have been otherwise a good letter, and the unfortunate part of it is that those pesky stumbling words stick in the memory and offset the rest of the epistle.

Therefore, let us always try to make a graceful exit, with no awkward stumbling and strained expression, but with a smile and cordial handshake that will linger refreshingly in the memory like pleasant incense long after we have turned the corner.

It would be well in a measure to copy the punctilious French with their inherent good manners. Always in writing a charming little closing phrase is added, as (to translate literally), "Receive, I pray you, my sentiments the best and most sincere," or such like. So

also should we add a word or so for "fragrance," as, "trusting that these few words find you and your family in the best of health," or "I hope the near future will give me the pleasure of seeing you again," etc.

The rigid rules we learned and conned so diligently with regard to the school-day letter writing have, for the most part, been consigned to oblivion. Just as our chirography changes in character as we get on in years, so our thoughts mature and get away from the copy-book style. We come down to a few general rules that we have found held good through time, and we make them our own.

We can never write better than we think.

Ending the Letter

Endings vary in degrees of warmth and are used according to the light in which the recipient is held. The table given here indicates the order to be followed:

Yours truly
Yours very truly
Yours respectfully
Yours very respectfully

Used only in business letters

Yours sincerely
Yours very sincerely
Yours most sincerely
Yours cordially

Yours in all cordiality
Yours most cordially
Warmly yours
Yours in all sincerity
Yours faithfully
Yours very faithfully
Yours gratefully *When a favor has been granted*
Yours affectionately
Very affectionately yours
Yours lovingly
Very lovingly yours

The position of the pronoun "yours" is optional. If the preference is to have it at the last as, "very cordially yours," it is quite correct, but one point to remember in this small but important matter of endings is, that to omit the pronoun *yours* is exceedingly bad form, as, "very truly" or "sincerely," etc., aside from the fact that the phrase is left unfinished.

Abbreviations

Just a few words upon this matter: *Never abbreviate*. At first sight this seems a pretty general and broad statement to make, but, if followed literally, we may be sure that if we err, it will be on the right side.

The word *and* is always entitled to its full three letters and never the sign &. With the words

street, *place*, *avenue*, *square*, *park*, etc., the same holds good, as with the name of the month; anything short of the full spelling is distinctly bad and shows carelessness in social correspondence.

Stationery Etiquette

Speaking by and large, we are known by the stationery we use, for here the individual comes to the fore. Good or bad taste may be apparent in tone of paper or design. There is as much psychology in the study of this matter as in the selection of the clothes we wear. In those who affect the ultra, the color and design cry it aloud. In what category would you place the woman who is partial to deep purple paper and white ink! It has been used. Sufficient to say that the *outré* is offensive to good taste; such as startling colors, the fads of the seasons, — the queer, absurd shapes in form of letter-paper and envelope. Let us, who wish above all to stand for refinement and good-breeding, neither be like a flock of senseless sheep in matters of selection, accepting the very latest *cri* for no other reason except that of fashion, nor seek to attract attention by daring originality. It is hard to say which is the worse fault.

A quiet tone, if white be not chosen, — a monogram that in its very simplicity contains a certain amount of individuality, the subtle something that at first glance pleases the eye

by its quiet elegance, are the things to aim for. Fashions differ from season to season in stationery and its appurtenances much as in the varying vogue in clothes. But in this, as in our dress, the exaggerated styles are shunned by the person of refinement. To be conspicuous is never his aim.

Many keep to one mode of stationery and stamping irrespective of changing styles. Their note-paper becomes as familiar to their friends as is their physiognomy.

The Letter-Sheet There are, generally speaking, three distinct sizes in letter-paper. The largest sheet, which is about five by six and one-half inches, is used for general correspondence, its generous size allowing for a lengthy epistle. Then comes the slightly smaller size for short social notes. This must not be too small, for we must remember that in formal notes the full text must appear on the front page only. And lastly, there is the smallest of all; just of sufficient size to allow for a few words of congratulation or condolence on its four sides, or less.

Envelopes The envelopes are for the most part either square or oblong; the latter have ever been the more popular, the square-shaped, however, have a large place for those who aim for distinction.

Monograms Crests

It were well to take into consideration the fact that this is an age for simplicity in form. Take, for instance, architecture, furniture, dress. Where are the frills of yesteryear? What has become of the Moorish decorations, the columnar and arcaded, the arabesque and the profusion of meaningless ornamentation that stood for rococo? They have disappeared to give place to simple beauty of line. To-day the art of decoration lies not so much in what to add as in what to eliminate.

So it is with our letter-paper. Let us avoid overdressing. Originality can always be the keynote, but simplicity in style must go hand in hand. Just as in a tailored suit; the finer the lines the better the tailor. A simple design in monograms needs more the master-hand than one surrounded by curly-cues and flourishes.

The place for the stamping is optional. Since we have agreed that stuffiness is tabooed, the monogram by itself or the address alone presents a better appearance than both together, for one seems to detract from the other. In the placing of the monogram, the center of the paper or the left-hand side is generally used. In the case of the address, it is the center of the paper or the right-hand side. But where there is a country house, the directions are sometimes

set in very small letters along the upper left-hand margin, and the name of the house or town at the right, as:

TELEPHONE, 748
TELEGRAPH, BREWSTER
R. R. STATION, BREWSTER, N. Y.
POST OFFICE, CARMEL

VALLEY VIEW
CARMEL, N. Y.

This is done so that friends coming to visit may know clearly the directions.

Many persons have the fourth page stamped instead of the first, thus making the first the last. It has been found convenient, for in that way the two outer sheets are used in sequence as are the two inner. This does away with the first and third, second and fourth order, which has been found in many cases to be confusing. This form of using the sheet presents a very neat appearance.

Addressing and Dating

After having experimented and found just what pleases us most, it would be well to make a set of rules in the matter of form. Once having mastered them, there should be no further thought as to what must be done under this or that condition. This is not only time-saving but mind-saving. To many, this

attention to details may seem trifling, but a wiser person than the author has said that "it is the little things that count."

The most commonly used form for writing the address and date is at the upper right-hand side of the paper. This is, of course, granting that the address is not stamped, but should it be, the date placed at the end of the letter at the lower left-hand side is better for conformity, so as to obviate any writing at the top of the sheet where the stamping appears as:

(Stamped) 29 Riverdale Place,
Yonkers, New York.

Heading

Body of letter

Closing
Signature

Date

Then, again, we find very often that on unstamped paper the writer leaves both the address and date until after the signature. This can be satisfactorily explained, for many contend that, especially where the recipient is not

well acquainted with the writer, the name, date and address may be seen altogether at one glance.

It is rather nice to see the date and address spelled out in social notes. A good rule to follow in this matter is to spell out both address and date if both happen to be short, as, *Twenty-five West Fourth Street.* But when one spells out the date, it would be better to write *March the sixth* or *March sixth*, and omit the year. If we wish to add the year we should not add it *numerically* and spelling it out would make it too "heavy." If the year is to be added, it were better to write it: *March 6, 1918.* Even in so small a matter, consistency must be held to; were this not so it would show plainly we were not at ease with social usages.

The Opening Paragraph

In the editorial office of a magazine the rejection of a manuscript many times lies in the fact that the first page presents too "thick" an appearance. The long and heavily worded opening paragraph has prevented more than one reader from wading through it to what might have proved to be a most interesting story. This also applies to letter-writing. Short sentences are always safer than long ones and make clearer reading. Profuse punctuation or conjunctions do not always help us through a

Punctuation

forest of dense wording and are apt to get us very involved as to just what we mean to say.

Appearance of Letter

Always leave a margin of *at least* three-fourths of an inch in large sheets and one-half in smaller at the left-hand side, and a slightly smaller one at the right-hand side. This gives the letter the appearance of being set in a frame.

Chirography

It is not always the man of genius whose handwriting is the despair of his friends; illegibility is often due to haste, carelessness and thoughtlessness and may cause our letters to be received with anything but the cordiality we had hoped for, since the deciphering makes for a painful ordeal. The tendency is to run our *ing's* until they are nothing but a jagged line with a little tail. We forget to dot our *i's* so that they get mistaken for another character, as is the case with *t's* that remain uncrossed.

Slurred writing is counterpart to mumbling speech.

Addressing Envelopes

Some textbooks have it that in social notes the number of the street, if it contains not more than two figures, should be spelled out. The argument in refutation is: Consider the poor postman! Think of the thousands of letters he must handle and whose addresses he has to decipher daily. A week of such a rule as suggested above would send the poor man to a

sanitarium to recuperate from a bad attack of brain fever!

Remember that the envelope is the wrapping paper, — it must present explicit directions. Therefore it is necessary to make the name and address as clear and concise as it is possible to do. Never be afraid to give too full instructions, for the dead-letter office may receive your letter if "you don't watch out."

In the case of addressing an envelope to a person residing in New York City, it were always wiser to write, *New York City, New York.* This will preclude any chance of its going astray were it written merely *New York*, and at least gives the writer the satisfaction of knowing that he has done all that he can to insure the arrival of his letter at its proper destination.

If the address is very brief, as, *Thirty West Fourth Street*, or *600 Fifth Avenue*, the number of the house may be written numerically and the number of the street or avenue spelled.

The word "for" written before the name is a fad that is not indulged in by the "best people," as:

For
Mrs. Blank Dash

besides the fact of its being entirely unnecessary.

In the matter of writing the name of the state without abbreviation, the answer is, that if it should happen to be very long it is right to abbreviate if one wishes, but if short, like *Maine*, it must never be abbreviated. The usual form of addressing envelopes is:

Mrs. Blank Dash,
14 Courtlandt Place,
Trenton,
New Jersey

or:

Mrs. Blank Dash,
14 Courtlandt Place,
Trenton,
New Jersey

The former is the more popular, though the latter is newer.

The postage stamp should be put on carefully in the upper right-hand corner of the envelope. The "slapped-on" effect that teeters on one angle makes as poor an appearance to the ensemble of the envelope as a carelessly tied cravat on an immaculate collar. Again, consistency in care and thought results in a splendid whole.

If the letter is to be forwarded, a notation in small writing may be added in the lower left-

hand corner, as, "*If not at given address kindly forward*," or just the words, "*Kindly (or please) forward.*"

The words *personal* or *important* should not be added if the letter be sent by mail. Only in the case where it is delivered by hand may they be used. We trust Uncle Sam's men to see that our letter reaches its destination on schedule time, — not so, always, with private employees.

Elimination of the Ego

Do not let us forget that correspondence is blood-relation to the personal visit. For instance, if a guest entered our home we would, I am sure, put his interest foremost in our conversation, at least until he had told us all he wished to say on the subject. Had he been in ill health, in stress of worry, we would inquire how he was getting along. If there had been illness in his family we would be solicitous; then, only when that topic had been exhausted, would we intrude our own affairs. We always offer our guest the best chair, while we content ourselves for the time being with the straight-backed, spindle-legged one. So it is in writing letters. Never, if we can avoid it, must we bring the personal in starting our letter. That does not mean that we may not start our letter with the pronoun "I," as we were taught not to do in days gone by, but if we do use it, let us make the

"I" subservient to the "you" and "your." The first person pronoun staring at us at the beginning of every paragraph is not only poor writing but creates a poor effect; having the interest of the recipient at heart carries almost invariably a feeling of warmth and brings in return a more cordial response.

Psychological Effect of a Letter

There is much to say with regard to the psychological effect on receipt of a letter. Let us always bear in mind the type of person to whom we are writing. Letter-writing is an *art* and should be treated as such.

Sometimes the lightest touch, a mere hint, is all that should be sent to John, while Henry, being a totally different sort of a fellow, needs to have your thoughts baldly and plainly put. There is the analytical person — he reads between the lines — a sentence left in abeyance causes suspicion. Look out when writing to such an one. Uncle George is a crotchety old man; under his gruff exterior he hides a heart of gold. He is indeed well worth humoring; don't tread on his toes. Aunt Matilda, on the other hand, is garrulous and especially wishes you to dilate upon her latest trouble. Without hypocrisy, do so, since you are pleasing her at no cost to others.

In other words, we should take into con-

sideration the peculiarities and foibles of the person to whom we are writing. In all social intercourse there is inevitably the "rebound;" let us take care that it is not such as will come up with force and strike us in the face.

Answering a Letter

How many of us really answer a letter? That is to say, we may write to Mrs. Dash because Mrs. Dash wrote to us, but do we make our replies dovetail? It is a wise plan always to keep the letter to be answered until we have done so, reading it over just prior to sitting down to the task and so, having the contents well in mind, we can reply to questions asked, inquire after the welfare of someone or make mention of certain conditions referred to.

The Note with a Message

Ofttimes we say to ourselves: "I wonder whether this needs an answer?" The solution to that remark is: When in doubt — answer. The mere fact that a question arose in our mind is sufficient reason to warrant the taking up of our pen.

It is not by any means the long, effusive letter that contains a message. In sorrow or joy a few words written from the heart may linger, much as the sincere clasp of a hand, while a collection of words may ring as hollow as an empty barrel, and further, if saturated with banalities, leave a sickish feeling. One cannot

always write deep from the heart to certain persons. If that be the case, then let us write as *little* as we dare. Sitting down to a duty letter in rebellious mood is death to endeavor, for strive as we may, the strain of writing will show. So, let us try to get ourselves into the right frame of mind and seek to write the kind of a letter we ourselves would wish to receive were the circumstances reversed. It is an inexorable maxim that we receive in such measure as we give. Mere pretty words are like flowers without fragrance, and this lack of "perfume" is as quickly detected.

Don'ts

Never use business paper for a social note
Never typewrite a social note
Never abbreviate in a social note
Never begin with *Dear Madam* or *Dear Sir*
Never underscore words
Never use postscripts
Never use the sign ♯ for number

The examples of notes that appear in the following chapters are, in the case of formal notes, *absolute* types of how such notes should be worded, spaced, and punctuated. Several different forms are shown in some cases and are given in their order of popularity. But, in the informal notes, where form and language should

be unstilted, the examples of such are given merely to suggest a trend or sequence of thought. They should not be copied verbatim, for this would tend to shackle the mind of the writer, and all originality of thought would be lost. They are but building materials and should so be used.

CHAPTER II

THE INVITATION

When to Answer an Invitation

AN invitation, no matter how informal, should always be acknowledged within a week of its receipt. This acknowledgment, whether acceptance or refusal, should be made *definite*, for any doubtful expression, such as: "I hope to be able to come if —," or "If I return to town in time I shall be most pleased —," etc., leaves the hostess-elect very much at sea; in what state of mind would she be if eight out of ten responses contained such a clause? Our answer, therefore, must be made a positive acceptance or regret, and we must abide by our decision. There are times when the hostess is so very desirous of having us on a particular occasion, that she, herself, gives us the opportunity in a loop-hole clause. Then we may give the conditional answer.

The Definite Reply

As was said in the preceding chapter, an invitation must always be answered in kind. The formal reply for the formal invitation, the wording to follow very closely that of the invitation. While the informal invitation should

receive a reply in the first person, the wording of which must cover *only* the matter in hand, it should be free from all stilted phrasing and have a pleasing cordiality in tone.

To Whom to Address Invitations

Where there are husband and wife, neither one nor the other should be omitted in an evening invitation, unless it be a "one sex" club affair or "stag." Where there is also a daughter to be invited, she may be included in the wording of the invitation; where two daughters, a separate invitation should be sent to "The Misses Blank." But, on the other hand, invitations sent to the men of the family, other than the husband, should be mailed separately to each member.

The *full* name of the writer, whether issuing invitation or replying, should be used, while only the *last* name should be written to the one to whom we are writing as, in invitation:

Mr. and Mrs. *John Monroe Smith*
request the pleasure of
Mr. and Mrs. *Hooper's*, etc.

while, in reply:

Mr. and Mrs. *Harold Dwight Hooper*
regret (or accept)
Mr. and Mrs. *Smith's*, etc.

To Whom to Address Reply

When an invitation is sent to Mr. and Mrs. Blank, the acknowledgment must be made in both names, and if the daughter is included, her name must also be added. If Mr. and Mrs. Dash send an invitation, the acknowledgment must be made to both, but the envelope must be addressed to Mrs. Dash *only*. For, while husband and wife act together in the social function itself, the wife is the active manager in getting up the affair.

If the invitation be sent to a man, he should acknowledge it personally, but when sent to husband and wife, the latter should answer for both.

Where husband and wife are both invited and the husband is unable to attend, the wife should send regrets for both, but if she wishes to state that "Owing to Mr. Dash's absence from town," etc., the hostess can ask Mrs. Dash alone, if she wishes, who may accept without her husband.

For Club Invitations

If the invitation is made out: "The Board of Managers of the —— Club request the pleasure," etc., the answer must be given with the same wording as appears on the invitation and sent to the person in charge whose name is generally written on the lower left-hand corner with personal address. Where no such information

is given, the reply must be made out to the said board of managers, etc., and sent to the club address.

Visiting Card

Never acknowledge an invitation of *any kind* on a visiting card, even though a visiting card is used in invitation. (See receptions, garden parties, at homes.)

The Engraved Invitation

In large, formal social functions, the invitations are always engraved. These very formal invitations should be sent out two or three weeks in advance by mail or messenger. This gives the prospective hostess time to fill in, in case of regrets. It is always a good plan to have a long reserve list for such contingencies.

Afternoon Affairs

Invitations for afternoon affairs, such as at homes and garden parties, are issued in the name of the hostess alone, or, if she has a daughter or daughters in society, they may be included, but not the men of the house.

Invitation through Daughter or Young Girl

A young girl does not send invitations to men in her own name, but in that of her mother, or person under whose guardianship or chaperonage she happens to be. So she would say, that her mother, her aunt, Mrs. Dash, etc. (as case may be), desires her to extend the invitation, etc.

Leaving Cards

Without wishing to infringe into social customs other than letter etiquette, there must be a word said in regard to the leaving of cards in response to invitations sent. It has so long been a debatable question as to just when to leave cards, that there has, at last, been an accepted rule made for those who wish to be considered punctilious in these matters.

If unable to accept an invitation, a card should be left at the home of the hostess just *prior* to the date of the invitation. If accepted, not later than two weeks *after* the affair is given.

When a bachelor gives a dinner, the women invited never leave cards at his home or club.

Details to be Considered

In replying to invitations, always be explicit as to day of week, date and hour set, copying each from the invitation itself. Then, if by any chance the hostess has made an error, she will note it by your quoting her in your reply. It thus avoids most awkward and embarrassing situations for both parties, such as coming on the wrong day or at the wrong hour. But when answering in "regret," the hour need not be mentioned, for the very obvious reason that if you are unable to come on this date the time set is of no importance.

In sending invitations and replies the date of writing may or may not be added. In the following examples the dates are omitted.

Where invitations are not engraved and the paper is stamped with address, the address added in the following is to be ignored.

Dinners

As the dinner invitation is the highest form of courtesy, it will be given precedence of all others in the following examples:

Invitation Formal

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF
Mr. and Mrs. Blank's
COMPANY AT DINNER
ON THURSDAY, FEBRUARY THE SIXTH
AT EIGHT O'CLOCK

433 NORTH AVENUE

Invitation Formal Engraved Form with Blank for Name

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF

_____

COMPANY AT _____

ON _____

AT _____ O'CLOCK

433 NORTH AVENUE

Acceptance
Formal

Mr. and Mrs. Dash Blank
accept with pleasure
Mr. and Mrs. Dash's
kind invitation for dinner
on Thursday, February the sixth,
at eight o'clock.

65 West Drive

or:

Mr. and Mrs. Dash Blank
have much pleasure in accepting
the very kind invitation of
Mr. and Mrs. Dash
for dinner on Thursday, February the sixth,
at eight o'clock.

65 West Drive

Regret
Formal

In writing regrets it is always more courteous to give the reason for inability to accept, but this is not always done.

Mr. and Mrs. Dash Blank
regret that a previous engagement
prevents their accepting
Mr. and Mrs. Dash's
kind invitation for dinner
on Thursday, February the sixth.

65 West Drive

or:

Mr. and Mrs. Dash Blank
regret exceedingly that they
are unable to accept
Mr. and Mrs. Dash's
kind invitation for dinner
on Thursday, February the sixth.

65 West Drive

Special Purpose Invitation

When an invitation is given for a special purpose as, for instance, to meet a friend from out of town, a débutante, an engaged couple, a person of distinction, or a Committee or Board of Directors of some society, this fact is placed, in the case of engraved invitation cards, in the upper right-hand corner of the invitation, as, "to meet Miss Doe," or "to meet Miss Blank and Mr. Dash," etc. If the invitation is written, this information is incorporated in the body as:

Mr. and Mrs. Blank Dash
request the pleasure of
Mr. Colt's
company at dinner
on Tuesday, January the first
at eight o'clock
to meet General and Mrs Lucius Ring

433 North Avenue

Special Purpose Reply Acceptance

Mr. and Mrs. Dash Blank
accept with pleasure
Mr. and Mrs. Dash's
kind invitation for dinner
on Thursday, January the twelfth,
at eight o'clock.
to meet General and Mrs. Lucius Ring.
65 West Drive

In all invitations from clubs, societies, etc., the full title is given, as shown below.

Special Purpose Reply Regret

Mr. Thomas Colt
regrets that absence from town
prevents his accepting
Mr. and Mrs. Blank's
kind invitation for dinner
on Tuesday, January the first,
to meet the Board of Directors of
the National Bounty Society.
5643 Main Street

If the dinner is given in a place other than the home, the fact must be noted in the body of the invitation as:

Invitation when held in Place other than Home

Mr. and Mrs. Blank Dash
request the pleasure of
Mrs. and Miss Blank's
company at dinner
at Sherry's
on Thursday, March the twentieth
at half past seven o'clock

65 Northern Avenue

Acceptance

Mrs. Dash Blank and Miss Blank
accept with much pleasure
Mr. and Mrs. Dash's
very kind invitation for dinner
at Sherry's
on Thursday, March the twentieth,
at half past seven o'clock.

70 Marlborough Road

Regret

Mrs. Dash Blank and Miss Blank
regret exceedingly that they
are unable to accept
Mr. and Mrs. Dash's
very kind invitation for dinner
at Sherry's
on Thursday, March the twentieth,
owing to a previous engagement
to dine with Mr. and Mrs. Trowbridge.

70 Marlborough Road

The Informal Invitation

The informal invitation is always sent by the wife for her husband and self, to the wife, including the latter's husband in the invitation.

My dear Mrs. Dash,

Will you and Mr. Dash give us the pleasure of your company at a small dinner on Thursday, October the sixth, at half past seven o'clock?

Trusting that we may have you with us, I remain,

Yours very sincerely,
Helen Doe Blank.

Note that the wife always signs herself by her Christian, maiden and married name, or by using only the initial for the maiden name.

Informal Acceptance

My dear Mrs. Blank,

Both Mr. Dash and I will be very glad to dine with you and Mr. Blank on Thursday, October the sixth, at half past seven o'clock.

With cordial greetings, I am,

Very sincerely yours,
Edith T. Dash.

Informal Regret

My dear Mrs. Blank,

Unfortunately Mr. Dash and I have a previous engagement for dinner on Tuesday, October sixth. We are so very sorry not to be

able to accept your kind invitation for that evening.

With kind regards, believe me,

Yours cordially,

Emily P. Dash.

Daughter of House

When the daughter of the house is hostess in her father's home, she always issues the invitation including his name as:

My dear Mrs. Blank,

Father wishes me to say that he would be so pleased to have you and Mr. Blank dine with us on Monday, April the tenth, at quarter past seven o'clock.

Hoping very much that you have no other engagement for that evening, I am,

Yours most sincerely,

Evelyn S. Andrews.

My dear Miss Andrews,

Acceptance

We are most pleased to accept your father's kind invitation to dine with you on Monday, April the tenth, at quarter past seven o'clock.

With cordial greetings to you both, I remain,

Yours very sincerely,

Margaret Grey Blank.

My dear Miss Andrews,

Regret

It is with much regret that I write to say that a previous engagement for dinner on Monday, April the tenth, prevents our accepting

your father's most kind invitation for that evening. Will you kindly convey our thanks for thinking of us?

With kind regards, I am,

Very sincerely yours,
Edith James Doe.

Including Opera, etc.

Invitations for dinners and luncheons often include concert, opera, lecture, matinée or theatre. This is sometimes added, in case of formal invitations, at the *end* as:

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF
Mr. and Mrs. Blank's
COMPANY AT DINNER
On Wednesday, March the fourth
At half past seven o'clock
And afterward for the play (or opera, etc.)

56 BROAD VIEW AVENUE

or:

Mr. and Mrs. Blank Dash
request the pleasure of
Mr. and Mrs. Blank's
company for dinner and opera
on Friday, March the thirteenth
at quarter past seven o'clock

Acceptance

Mr. and Mrs. Dash Blank
accept with much pleasure
Mr. and Mrs. Dash's
kind invitation for dinner
on Wednesday, March the fourth,
at half past seven o'clock
and afterward for the play.

65 West Drive

Regret

Mr. and Mrs. Dash Blank
regret that they are
unable to accept
the kind invitation of
Mr. and Mrs. Dash
for dinner and opera
on Friday, March the fourth,
owing to a previous engagement.

65 West Drive

LUNCHEONS

Luncheon invitations, while for the most part less formal than those for dinners, follow them in wording. They are issued only in the name of the hostess, except when

men are invited. Therefore, the following examples will give not only the form, but will also embody the different special occasions, so that the reader will become familiar with all kinds.

Formal Invitation "to meet" and to the Matinée

To meet Miss Edith Howe

MRS. BLANK DASH

REQUESTS THE PLEASURE OF

Miss Doe's

COMPANY AT LUNCHEON

on Wednesday, November the fourth
at half past one o'clock

and afterward to the matinée

654 WEST 65TH STREET

Reply Acceptance

Miss Doe
accepts with pleasure
Mrs. Dash's
very kind invitation for luncheon
on Wednesday, November the fourth
at half past one o'clock
to meet Miss Howe and to go
afterward to the matinée.

78 N. Tremont Street

Formal Regret

Miss Doe
regrets that a previous engagement
prevents her from accepting
Mrs. Dash's
very kind invitation for luncheon
on Wednesday, November the fourth,
to meet Miss Howe
and to go afterward to the matinée.

78 N. Tremont Street

Informal Invitation

My dear Mrs. Dash,

Will you and Edith come to luncheon on Tuesday, May the sixth, at half past one o'clock? Mrs. John Doe and her daughter Amy will be here and I should so like to have you both meet them.

Hoping to hear that you have no previous engagement for that day, I am,

Cordially yours,
Ethel York Blank.

My dear Mrs. Dash,

Will you lunch with me most informally on Thursday, the sixth of March, at half past one o'clock?

Hoping so much that you can, I am,

Yours cordially,
Ethel Y. Blank.

Informal Acceptance

My dear Mrs. Blank,

Both Edith and I will be most glad to come to you for luncheon on Tuesday, May the sixth, at half past one o'clock. It will give us great pleasure to meet your friend and her daughter, of whom we have heard such charming reports.

Thank you so much for thinking of us.

Yours very sincerely,
Marion Blank Dash.

Informal Regret

My dear Mrs. Blank,

It is with great regret that I must decline your very kind invitation for luncheon on Thursday, the sixth of March, to meet the Board of Directors of the Clodine Club, as I am having a little luncheon at home on that day for my young daughter.

With cordial good wishes, I am,

Sincerely yours,
Mary V. Dash.

Informal for Theatre, Opera, Concert, or Party

These are always sent in letter form as, for the most part, such entertainments are informal affairs.

My dear Miss Doe,

We are planning a little party of eight to go to the play on Wednesday evening next, with supper at home after, and would be delighted to be able to count you among our guests.

We are to meet in the lobby of the Singer Theatre at quarter past eight o'clock. Do

try to come and thus help us make our little evening a success.

With cordial good greetings, believe me,

Yours most sincerely,

Marion S. Blank.

Acceptance

My dear Mrs. Blank,

It is so kind of you to include me in your theatre party for Wednesday evening next. Indeed, I shall be delighted to come and will be in the lobby of the Singer Theatre at the appointed time, quarter past eight o'clock.

With kindest regards, and looking forward to being with you, I am,

Cordially yours,

Esther H. Doe.

Regret

My dear Mrs. Blank,

It is with great reluctance that I send you this note of regret in answer to your most kind invitation for the play on Wednesday evening, March the sixth. I am expecting a friend from the South to spend the week with me, and so will not be free that evening.

Appreciating your kindness in asking me, I am,

Sincerely yours,

Josephine Grew Trout.

WEDDINGS

Weddings Formal

Formal wedding invitations should *always* be engraved. They are issued in the name of the bride's parents, or, if the bride is an orphan, in the names of a married brother and his wife; should the bride be an only child, the nearest relative or guardian would have to officiate in such a case.

In the church wedding the invitation reads, "requests the *honour* of your presence" (note that "honour" is spelled the English way with the "u"), while the home wedding has a slightly varied wording, viz.: "requests the *pleasure* of your company."

The guest's name is written upon both invitation, reception or breakfast card, the inner envelope unsealed, and the outer addressed and stamped. The church and reception cards are enclosed with the wedding invitation. At home cards of a bridal couple may be sent separately after the wedding.

The wedding invitation is addressed to *Mr. and Mrs. Dash.* It is not correct to add *and family*, but to the unmarried daughters an invitation is sent to *The Misses*, and a separate one to each of the sons invited.

Acquaintances are invited only to the wed-

ding ceremony; friends receive the reception card also.

Invitation Engraved

MR. AND MRS. BLANK DASH

REQUEST THE HONOUR OF

_____(NAME WRITTEN IN)

PRESENCE AT THE MARRIAGE OF THEIR DAUGHTER

JANET HELEN

AND

MR. JOHN WILLIAM DOE

ON THE EVENING OF MONDAY, THE TENTH OF MARCH

AT SIX O'CLOCK

AT THE NORTH END PRESBYTERIAN CHURCH

BEDFORD PARK, NEW YORK CITY

or:

MR. AND MRS. BLANK DASH

REQUEST THE HONOUR OF YOUR PRESENCE AT

THE MARRIAGE OF THEIR DAUGHTER

JANET HELEN

AND

MR. JOHN WILLIAM DOE

ON MONDAY, MARCH THE TENTH

AT SIX O'CLOCK

AT THE NORTH END PRESBYTERIAN CHURCH,

BEDFORD PARK, NEW YORK CITY

THE INVITATION

In a large church wedding, the engraved admission card reads:

PLEASE PRESENT THIS CARD

AT THE NORTH END PRESBYTERIAN CHURCH

ON MONDAY, TENTH OF MARCH

The church wedding invitation needs no written acknowledgment, except in rare cases where R. S. V. P. is added in the lower left-hand corner. But for a home wedding an answer is generally requested, owing to limited accommodations. The reply, whether in acceptance or regret, as in all formal invitations, must follow the wording of the one received, even as to date and place. If unable to attend a wedding where no reply is necessary, a card should be sent to the parents or guardian of the bride to be received the day of the wedding.

These invitations should be sent out two or three weeks before the wedding. If there is a crest it may be used, embossed at the heading

of the invitation. This does not apply to other than coat of arms or crests.

Invitation Home Wedding

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF
_____(NAME TO BE WRITTEN IN)
COMPANY AT THE MARRIAGE OF THEIR DAUGHTER
JANET HELEN
AND
MR. JOHN WILLIAM DOE
ON TUESDAY, MARCH THE FIFTH
AT TWELVE O'CLOCK
R. S. V. P.
FOUR HUNDRED WEST NINETY-SIXTH STREET

Separate cards are generally enclosed for the wedding breakfast with the ceremony invitation, as:

Wedding Breakfast

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF
_____(NAME WRITTEN IN)
AT BREAKFAST ON MONDAY, JUNE THE FIRST
AT TWELVE O'CLOCK

Acceptance Formal Wedding Invitation

Mr. and Mrs. Dash Blank
accept with pleasure
Mr. and Mrs. Dash's
kind invitation to be present
at the marriage of their daughter
Janet Helen
and
Mr. John William Doe
on Tuesday, May the seventh,
at twelve o'clock
and afterward at the wedding breakfast.

When the wedding takes place in the country, a card is generally included, as:

TRAIN LEAVES GRAND CENTRAL STATION AT
TEN-FORTY-TWO FOR PLEASANTVILLE

RETURN TRAIN LEAVES PLEASANTVILLE AT
THREE-TWENTY FOR NEW YORK

Upon arrival motor cars, supplied by the host, should be sent to meet guests and to take them back to the station.

Regret

Mr. and Mrs. Dash Blank
regret exceedingly that they
are unable to accept
Mr. and Mrs. Dash's
kind invitation to be present
at the marriage of their daughter
Janet Helen
and
Mr. John William Doe
on Tuesday, May the seventh,
and afterward at the wedding breakfast.

Informal Wedding

The informal home wedding is one to which only the immediate family and close friends are invited. These "quiet" weddings generally take place when there has been a recent death in the family, or merely from a preference for a small affair. For these, a short note is written generally by the bride-elect, as:

My dear Mrs. Blank,

Informal Invitation

Owing to the recent death of my grandmother, Mr. Doe and I are to be married very quietly at home on Tuesday, May the ninth, at eleven o'clock. We would be so pleased if you and Mr. Blank will come.

Yours very sincerely,
Janet H. Dash.

or:

Dear Mrs. Blank,

Mr. Doe and I are to be married at home on Tuesday, May the ninth, at eleven o'clock. We are asking only a very few of our friends to be present and would be so glad to have you and Mr. Blank here on that day.

Trusting that you will be able to come, I am,

Yours very sincerely,

Janet H. Dash.

Acceptance Informal

My dear Miss Dash,

It will give us great pleasure to attend your wedding on Tuesday, May the ninth, at eleven o'clock. We are most glad to be counted in as your close friends.

With cordial wishes to you and Mr. Doe, I am

Sincerely yours,

Mary Blank.

Regret Informal

My dear Miss Dash,

It is indeed unfortunate that I shall be out of town the day of your wedding, and regret exceedingly the circumstance which prevents me from attending.

Wishing you and Mr. Doe every happiness, I am,

Cordially yours,

Mary V. Howe.

Wedding Announcements

Note that the invitations speak of "marriage" while the replies say "wedding." *Marriage* is the act of marrying, while *wedding* is the marriage ceremony. It is a very fine thread that denotes the distinction; nevertheless it is marked.

Engraved wedding announcements are never acknowledged by note. A card sent to the bride's parents and a personal call upon the bride after her return to town, if her new visiting card is enclosed, is all that is necessary.

Announcement

MR. AND MRS. BLANK DASH

ANNOUNCE THE MARRIAGE OF THEIR DAUGHTER

JANET HELEN

TO

MR. JOHN WILLIAM DOE

ON MONDAY, MAY THE TENTH

ONE THOUSAND NINETEEN HUNDRED AND EIGHTEEN

In case of a second marriage of the bride, the announcement reads (if she be a widow)

Second Marriage

MR. JOHN WILLIAM DOE

AND

MRS. JAMES EGBERT HOWLAND

ANNOUNCE THEIR MARRIAGE

ON MONDAY, AUGUST THE ELEVENTH

ONE THOUSAND NINETEEN HUNDRED AND EIGHTEEN

If the bride is a divorcée, the announcement reads:

MR. JOHN WILLIAM DOE
AND
MRS. ELSIE BLANK HOWLAND
ANNOUNCE THEIR MARRIAGE
ON MONDAY, AUGUST THE ELEVENTH
ONE THOUSAND NINETEEN HUNDRED AND EIGHTEEN

Recalling Invitations

Sudden death in the family, or any other serious cause, is sufficient reason for recalling the invitation or postponing the wedding. A small card, engraved if possible, is sent:

OWING TO THE SUDDEN DEATH OF MR. JOHN DOE'S MOTHER, MR AND MRS. BLANK BEG TO RECALL THE INVITATIONS FOR THEIR DAUGHTER'S WEDDING ON TUESDAY, MAY THE NINTH.

or:

MR. AND MRS. DASH BLANK BEG TO RECALL THE INVITATIONS FOR THE MARRIAGE OF THEIR DAUGHTER, JANET HELEN, AND MR. JOHN WILLIAM DOE, ON TUESDAY, MAY THE NINTH.

or:

MR. AND MRS. DASH BLANK BEG TO ANNOUNCE THAT, OWING TO A SUDDEN DEATH IN THE FAMILY, THE WEDDING OF THEIR DAUGHTER, JANET HELEN, AND MR. JOHN WILLIAM DOE IS POSTPONED.

BALLS

When a ball is to be given on a large scale, the invitations are engraved and sent out from two to three weeks in advance.

The word "ball" is never used except for an assembly or charity dance.

Invitation

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF
Mr. and Mrs. Blank's
COMPANY AT A COTILLION
TO BE HELD AT THE HOTEL HILTMERE
ON SATURDAY, JANUARY THE NINTH,
AT TEN O'CLOCK

PLEASE ADDRESS REPLY TO
657 GRAND BOULEVARD

THE INVITATION

or:

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF
YOUR PRESENCE
AT A COSTUME DANCE
TO BE GIVEN AT THEIR HOME
ON THURSDAY, FEBRUARY THE FIRST:
AT ELEVEN O'CLOCK

COSTUME DE RIGUEUR
R.S.V.P.
657 GRAND BOULEVARD

or:

MR. AND MRS. BLANK DASH
REQUEST THE PLEASURE OF
_____ (NAME TO BE WRITTEN IN)
COMPANY ON _____ (STATE DATE)
AT _____ (STATE HOUR)

BAL POUDRÉ

Acceptance

Mr. and Mrs. Dash Blank
accept with pleasure
Mr. and Mrs. Dash's
very kind invitation to a cotillion
to be held at Hotel Hiltmere
On Tuesday, January the ninth,
at eleven o'clock.

or:

Mr. and Mrs. Dash Blank
accept with pleasure
Mr. and Mrs. Dash's
most kind invitation to a bal masqué
on the evening of February the sixteenth,
at eleven o'clock.

Regret

Mr. and Mrs. Dash Blank
regret exceedingly that they
are unable to accept
Mr. and Mrs. Dash's
kind invitation to attend a dance
on Tuesday, February the seventeenth.

or:

Mr. and Mrs. Dash Blank
regret that, owing to a previous engagement,
they are unable to accept
Mr. and Mrs. Dash's
very kind invitation to be present
at their dance
On Thursday, March the sixth.

Informal Dances

For smaller and more informal affairs, the short social note, or visiting card with *Dancing at ten, March the third, R. S. V. P.*, is used.

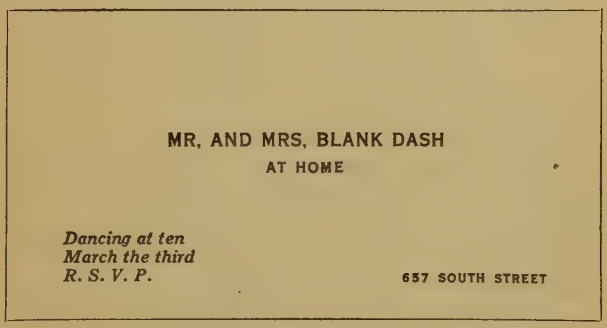
My dear Mrs. Dash,

Will you and Mr. Dash give us the pleasure of seeing you here on Saturday, January seventh, at ten o'clock? We are planning to have a small dance and would be so pleased if you would join us.

In the hope of seeing you both on the seventh, I am,

Cordially yours,
Mary V. Blank.

Visiting Card Invitation



An invitation by visiting card should *never* be acknowledged by one. A short note, as in the informal acceptance or regret, should be sent within the week.

My dear Mrs. Dash,

Thank you so much for asking us to your dance on Tuesday, March the third, at ten o'clock.

Acceptance Informal

Both Mr. Blank and I are most pleased to accept.

With cordial good wishes, I am,

Sincerely yours,
Cordelia G. Blank.

or:

My dear Mrs. Dash,

As Mr. Blank is as fond of dancing as am I, we are both looking forward with much pleasure to being with you on Tuesday, March the third, at ten o'clock.

Yours very sincerely,
Cordelia G. Blank.

Informal Regret

My dear Mrs. Dash,

Owing to Mr. Blank's still being in mourning, we shall have to forego the pleasure of accepting your kind and cordial invitation to your dance on Tuesday, March the third.

Thanking you for wishing to have us with you, I am,

Very sincerely yours,
Marion V. Blank.

RECEPTIONS AND AT HOMES

In most cases invitations for receptions or at homes are never acknowledged by note. If we accept, our presence there on the appointed day is sufficient. If we are unable to attend, our visiting card is sent to arrive on the day of the reception, — except where an an-

swer is explicitly required, then the reply may be as follows:

Acceptance

Mrs. Blank Dash
accepts with pleasure
Mrs. Blank's
kind invitation for Thursday afternoon,
October the thirtieth.

Regret

Mrs. Blank Dash
regrets that she is unable to accept
Mrs. Blank's
kind invitation for Thursday afternoon,
October the thirtieth.

Mrs. Blank Dash
regrets that she is
unable to be present at
Mrs. Blank's
At home on Thursday afternoon,
October the thirtieth.

CLUBS AND SOCIETIES

The club or society invitation is generally issued in the name of the board of managers, board of governors, or whatever title may be given. If the club has an insignia it is used, embossed, at the heading. The invitations are always formal and engraved.

THE BOARD OF GOVERNORS
OF THE
NATIONAL WELFARE CLUB
REQUEST THE PRESENCE OF

_____(NAME WRITTEN IN)

AND FRIENDS
AT THE OPENING OF THEIR SPRING EXHIBITION
ON THE AFTERNOON OF FRIDAY, JUNE THE SECOND
ONE THOUSAND NINETEEN HUNDRED AND EIGHTEEN
FROM THREE UNTIL FIVE O'CLOCK

KINDLY REPLY TO
MR. BLANK DASH
400 EAST THIRD STREET

or:

THE BOARD OF MANAGERS OF THE
NATIONAL WELFARE CLUB
HAS THE HONOR TO INVITE

_____(NAME WRITTEN IN)

TO A CONFERENCE TO BE HELD
AT FOUR O'CLOCK
ON THE AFTERNOON OF THURSDAY, JUNE 18TH
AT THE SOCIETY'S BUILDING
145 CIVIC SQUARE

PLEASE ADDRESS REPLY TO
MR. BLANK DASH
400 EAST THIRD STREET

THE INVITATION

Acceptance

Mrs. Dash Blank
accepts with pleasure
The Board of Managers of the
National Welfare Club's
kind invitation for Thursday afternoon,
June the eighteenth.

Regret

Mrs. Dash Blank
regrets that she is unable to accept
The Board of Governors
of the
National Welfare Club's
kind invitation for Tuesday afternoon, June 18th.

Where the invitation reads:

MRS. BLANK DASH
REQUESTS THE PLEASURE OF
MRS. BLANK'S
PRESENCE ON TUESDAY AFTERNOON, JUNE 18TH
TO MEET THE BOARD OF GOVERNORS
OF THE
NATIONAL WELFARE SOCIETY
FROM FOUR TO SEVEN O'CLOCK

Acceptance

Mrs. Dash Blank
accepts with pleasure
Mrs. Dash's
kind invitation to meet
The Board of Governors of the
National Welfare Society
On Tuesday afternoon, June 18th.

Regret

Mrs. Dash Blank
regrets that a previous engagement
prevents her from accepting
Mrs. Dash's
kind invitation to meet
The Board of Governors of the National Welfare Society
On Tuesday, June the eighteenth.

GARDEN PARTIES

Garden parties are, for the most part, informal affairs, and many times the at home visiting card is used with the words, *Garden Party, Thursday, June the second, from four to seven o'clock*, written on the lower left-hand side. If one happens to be very friendly, *do try and come* may be added at the top of the card.

If it happens to be a very large and formal affair a formal engraved invitation is issued

and answered in kind. But this is rare, so examples are not given here. The garden party holds the place in society of an "at home" held out of doors.

HOUSE OR WEEK-END PARTIES

The week-end visit differs from the house party in that the visitor knows that he is expected to come on Friday or Saturday and leave on the following Monday morning. The house party, on the other hand, might mean that the guest is to stay one or possibly two weeks. So the hostess, in writing her invitations, may mention the special cause, if there be one, such as, *over Thanksgiving, or to meet a certain friend*, etc. She will say a word or so regarding any sports to be indulged in, so that the guest may come equipped with bathing-suit, golf clubs, tennis racket, skates, etc., and a word is given about social entertainments as a hint as to the kind of clothes to bring. She will enclose a time-table, indicating the best train.

Invitation

My dear Miss James,

I am asking a few friends over the next week-end and would be so glad if you can manage to come.

As the ice on Tinker's Pond is at its best, I am giving you but short notice, fearing a warm spell may come to prevent us from skating there.

John Doe and his sister, I hope, will be here, and I am asking only those who I know will be congenial, so do come and help us have a jolly time.

Bring your warmest wraps as we will be doing quite a bit of motoring also.

As this is very impromptu, I intend to have it most informal, so do not feel that you must bring evening clothes.

I am enclosing a time-table. You will see that I have underscored the 3.32, as it is the best afternoon train.

Let me hear from you at an early date that I may expect you on Saturday.

With best wishes, I am,

Very cordially yours,
Mary Blank.

My dear Miss Blank,

Acceptance

Your invitation to come to you next Saturday for the week-end is far too alluring to refuse. It is most kind of you to include me in your little party. My skates stand ready and shall be the first things to go into my bag.

I shall pray that this glorious cold spell continues until, at least, after we have all enjoyed Tinker's Pond.

Many thanks for your thoughtfulness in en-

closing the time-table. I shall take the 3.32 train as you suggest.

In anticipation of seeing you next Saturday, I am,

Cordially yours,
Edith James.

Regret

My dear Miss Blank,

My desire is to write an acceptance to your tempting invitation to spend the next week-end with you, but unfortunately I must put it aside and send my regrets instead.

The latter part of the week is filled with engagements which I dare not break. An important dinner comes on Saturday night and friends are due here to spend Sunday with me. So you see I am tied completely. It was most kind of you to think of me in planning your little party, and I greatly appreciate having been invited.

Hoping to see you in the very near future, I am,

Very cordially yours,
Mary V. Dash.

"The Bread-and-Butter Letter"

Upon our return from the week-end or house party, courtesy demands that a note be sent to our hostess, expressing our appreciation of the hospitality received. This kind of letter is known by the quaint term of "The Bread-and-Butter Letter."

My dear Miss Blank,

Having arrived safely home, my first thought is to write and tell you again how very much I enjoyed the perfectly splendid week-end I had with you. The memory of those good times will afford me many delightful moments for a long time to come. It was so good of you to have included me in your jolly little party.

With kindest greeting to you and your brother, I am,

Yours very cordially,
Ethel V. Doe.

or:

My dear Miss Blank,

Sitting again in my office I wonder if, after all, those delightful two days spent in your charming home were but a dream.

I want to thank you again for your kind and cordial hospitality.

Hoping soon to have the pleasure of seeing you in town, I am,

Sincerely yours,
David B. Vorse.

or:

Dear Edith,

We arrived home still breathless from the exhilaration of those wonderful days spent with you. You were a dear to give us such a jolly time, and John and I are looking forward to the time when you can come and spend a while with us. Although we have no glorious lake

for skating, we may, perhaps, be able to find a few other pastimes to interest you in our big city, although I know that anything short of Tinker's Pond will prove a poor substitute.

Thank you, dear girl, for having us with you. John joins me in sending best regards to all the family.

Affectionately yours,
Mary K. Grainer.

or:

My dear Miss Blank,

Tinker's Corners is a landmark in my small geography of "special selections." I am sure that the others whom you entertained so royally last week must feel as I do. The warmth of your hospitality will leave a glow in our memory for some time to come. With kindest greeting to your dear mother and brother, I am,

Cordially yours,
Helen D. Westvale.

Reminders

Very many times an invitation is given over the telephone, or *en passant*. Upon our return home, we intend to write this invitation down in our engagement book, — and forget to do so. In the meantime, the hostess is preparing for our coming. The day arrives and we are — where? It is a most awkward situation for us; and for our hostess it is more than trying.

The way to obviate this possibility is for the hostess-elect to follow up her verbal invitation by a "reminder" note. This safeguards her, at all events, for she has then done all she can to insure our coming.

Then, also, the verbal invitation alone, often leaves the guest in doubt: "Did Mrs. Dash say dinner at half past seven or eight?" We take a chance that it was for eight and arrive half an hour late; or, "Was it the seventh or ninth that Mrs. Dash asked us for dinner?" We go on the seventh and — embarrassment ensues. We appear in our dinner dress, and find Mrs. Dash wholly unprepared to receive us. Therefore, the necessity of the "reminder."

If the dinner is a formal affair, though the invitation has been given verbally, the word "reminder" is added in the upper left-hand corner to the regular engraved or written invitation. If it is an informal affair, a social note is sent as:

My dear Mrs. Blank,

This is to remind you that I am looking forward to having you and Mr. Blank dine with us on Tuesday, May the sixth, at eight o'clock.

I am so glad you will be able to come.

Yours very sincerely,

Mary B. Dash.

The "reminder" is sent as a "follow-up" in any kind of an invitation.

Canceling Invitation

If, for any reason, it becomes necessary for a hostess to cancel or postpone a dinner, etc., she must send out a letter to each guest either by messenger or special delivery, when she does not wish to use the telephone. This must be done as soon as possible. If the invitation was formal, the cancellation should be also; if informal, a short note must be written.

Formal

Owing to a sudden death (or illness)
in the family
Mr. and Mrs. Blank Dash
will be unable to entertain their friends
at dinner on Tuesday, March the seventeenth

Informal

My dear Mrs. Blank,

Owing to the sudden illness (or death) of Mr. Dash's mother, I regret that we must recall the invitations for the dinner we had planned for Tuesday, March the seventeenth.

Yours sincerely,
Mary B. Dash.

Upon receipt of either of the above notes, those invited should call and inquire, in case of illness, after the health of Mr. Dash's mother or, in case of death, pay a visit of condolence.

Breaking Engagements

If, on the other hand, the invited guest is unable to attend a function he or she has accepted previously, a note must be sent at once by messenger or special delivery, — or by telegram, if a telephone is not handy, explaining the reason for having to break the engagement. The note would run:

My dear Mrs. Dash,

An unforeseen and most unwelcome circumstance prevents us from dining with you on Friday, November the sixteenth.

Mr. Blank has been called to Connecticut on an important business matter which will detain him several days. I intend going also as the matter is of importance to me as well.

We are most distressed to have to notify you at the last moment, but I know you will understand and appreciate the situation.

In sincere disappointment, I remain,

Yours very sincerely,

Mary B. Blank.

or:

My dear Mrs. Dash,

A great affliction has just come to us in the sudden death of my brother. I must therefore write to tell you that we shall be unable to have dinner with you on Wednesday, October the twentieth, as we had anticipated.

Trusting that writing at this late hour will not put you to too much inconvenience, I am,

Yours very sincerely,
Helen T. Grew.

Invitation to a "Shower"

Very often the closest friend of the bride-elect plans a "linen shower" for her. The letter is always written informally.

My dear Miss Doe,

I am planning to give a "linen shower" for Jane Blank on Thursday, the sixth, at four o'clock. Will you not come and bring a linen gift with you?

If you can manage to be here by half past three it will give us time to arrange all the presents before Jane comes, as she is not to know anything about it.

Hoping to see you on Thursday, I remain,

Cordially yours,
Emily S. Dawson.

Acceptance

My dear Miss Dawson,

Indeed, you can count on me for Thursday, the sixth. I will be at your home at half past three, promptly, with my little remembrance.

With best wishes, I am,

Sincerely yours,
Florence Doe.

Regret

My dear Miss Dawson,

As I expect to be out of town on Thursday next, I regret I shall be unable to be with you

on that day. I will, however, send my gift for Jane to your home by half past three.

With kind and cordial good wishes, I am,

Very sincerely yours,

Dorothy Tree.

CHILDREN'S PARTIES

Invitation A very charming card may be had, with a small illustration above or in the corner. It reads, "Won't you come to my party?" or words to that effect. The card is folded and upon the other side is a detachable answer-blank for the reply.

All that is very simple for the one giving the party, provided she find such a card, but where this boon is not within reach, there must be the written note. So the mother or guardian writes to the parent or guardian of the child invited somewhat in this strain:

My dear Mrs. Blank,

We are planning to give a little party for Edward on Friday, the seventeenth, and he is particularly anxious to have Ethel come.

I do hope it can be arranged, for he would be so disappointed not to have her among his little guests.

If the nurse will bring her at half past two, she will be in ample time.

Trusting to have the pleasure of seeing your little girl here, I am, with kind regards,

Sincerely yours,
Mary B. Black.

My dear Mrs. Black,

Acceptance

It is most kind of you to ask Ethel to Edward's party on Friday, the seventeenth, and I am very glad to be able to accept for her. She is looking forward with much eagerness to the event, and will be at your home at half past two o'clock.

With kind wishes, I am,

Cordially yours,
Margaret Blank.

My dear Mrs. Blank,

Regret

As Ethel is just recovering from a heavy cold, the doctor fears that it would be imprudent to take her out just at present.

I am so very sorry on the poor child's account to have to decline your kind invitation for Edward's party on the seventeenth.

Thanking you for your kindness in asking her, believe me,

Cordially yours,
Margaret Blank.

INVITATION TO STRANGERS

If we wish to bring a friend whom we think the hostess would enjoy having, it is permis-

sible to write and ask this privilege only when a dance or at home is held.

My dear Mrs. Doe,

Request Would it be presuming too greatly to ask if I might bring my friend Mr. Alfred Soley of Ontario with me on Tuesday evening, March the fourth? He is a charming fellow whom I feel sure you will find most congenial.

If you are unable to grant me this request, please tell me frankly and I will understand.

At any event, hoping to see you on the fourth, I am,

Yours sincerely,
Harold V. Brooks.

My dear Mr. Brooks,

Acceptance I shall be very glad to welcome your friend, Mr. Soley, among my guests on the fourth. My acquaintance with the few Canadians I have been fortunate to meet assures me already that I shall find him as charming as you say.

With kind greetings, I am,

Sincerely yours,
Margaret V. Doe.

Regret My dear Mr. Brooks,

It would give me great pleasure to include your friend among my guests on the fourth, but, unfortunately, my place is so small that I fear we shall be somewhat crowded as it is.

I hope at some other time I may have the

opportunity of meeting Mr. Soley and trust you will forgive and understand my seeming inhospitality.

With kind regards, I am,

Yours sincerely,

Margaret V. Doe.

CHAPTER III

THE LETTER OF THANKS

BROADLY speaking, there are three distinct kinds of duty letters: the letter of thanks, the letter of congratulation and the letter of condolence. Like the small boy who puts off the most difficult task until the last, the letter of condolence, requiring more thought, has been placed at the end.

The letter of thanks should never be delayed, but sent as soon as possible after the gift or favor, etc., has been received. Excuses are but thin butter with which to cover our neglect.

The Cheerful Receiver

"Looking a gift horse in the mouth" is poor sport; once we descend to counting his teeth we lose the joy and spontaneity that should send us rushing for our pens and cause the ink to flow rapidly in our expressions of pleasure at the receipt of the gift.

It is the spirit that counts every time.

Of Bride for Wedding Gift

There is the letter of thanks that the bride must send as soon as she can after the receipt of a gift. It must be written by her, no matter

how rushed she may be, for the effect of receiving a note of thanks from anyone other than the recipient of the gift is not only unpardonable, except in case of illness, but shuts the door of gratitude with a bang in the face of the giver. A good and true maxim to bear in mind is that if we *really* want to do a thing, we can always find the time.

In a case where the wedding is hurried, through change of plans, or where gifts come at the eleventh hour, the bride is excused from answering until after her honeymoon. In any event she must acknowledge the gift both for herself and for her husband, or husband-elect.

Acknowledgment

My dear Mrs. Dash,

It was most kind and thoughtful of you and Mr. Dash to send us that lovely vase. Both Mr. Doe and I are more than delighted to have it. He wishes to join me in thanking you for your kind thought of us.

Hoping to see you at our wedding, I am,

Yours very cordially,

Mary H. Graves.

My dear Miss Dash,

The oyster forks are beautiful and just exactly what we wanted. It was very kind of you

to remember us so charmingly. John joins me in thanks and deep appreciation for your gift.

With cordial good wishes, I remain,

Always sincerely yours,

Mary H. Graves.

My dear Mrs. Roe,

The cake basket has just arrived, and I feel that I must sit right down and tell you how lovely it is and how delighted we are to receive it. Mr. Doe joins me in warmest thanks and appreciation of your kindness to us.

Hoping to see you very soon after our return to town, I am,

Most sincerely yours,

Mary H. Graves.

Dear Mabel,

Your lovely gift awaited us upon our return to town yesterday. The sofa cushion is a dream of beauty and helps greatly to adorn our little home. I know that I shall have hard work keeping John from making it his special possession.

Thank you so much, dear, for giving us such a lovely and useful gift.

John joins with me in deep appreciation of your thoughtfulness, and hopes to see you in our little home in the very near future.

Yours affectionately,

Mary Graves Doe.

Dear Mrs. James,

Upon our return to town on Friday we found your beautiful flower dish awaiting us. It was

so kind of you to send it, and both my husband and I deeply appreciate your thoughtfulness.

You must surely come soon and see for yourself how lovely it looks on our dining-room table.

With many thanks, I remain,

Very sincerely yours,

Mary G. Doe.

My dear Mrs. Trevor,

Please forgive my seeming neglect in not acknowledging your lovely electrolier before, but our plans were changed, as you know, at the last moment, and we were unable even to open any of our wedding gifts before leaving town. We returned last Friday, and I am taking the very first opportunity to write and tell you how greatly we appreciate your gift and thank you for your kind thought of us.

Hoping you will understand the reason for the delay, I remain,

Most sincerely yours,

Mary G. Doe.

My dear Mrs. Rogers,

You and Mr. Rogers are more than kind to send us such a beautiful clock, and Mr. Doe and I wish to thank you ever so much for your thought of us. Every time the little clock chimes the passing of another happy hour in our new nest, we think of you.

I do hope that when you find yourself in

this neighborhood you will drop in and see for yourself how fine our new possession looks.

With warm thanks from us both, believe me,

Always cordially yours,

Mary G. Doe.

To facilitate acknowledging gifts, it is a good plan for the bride to have a book or list with gifts noted and donor named, and as each present is acknowledged, it may be checked off. This will prevent any error either in forgetting to write or misnaming the gift received.

CHRISTMAS GIFTS

Letter from Employee to Employer

My dear Mr. Blank,

It was more than kind of you to remember me so handsomely with the check that awaited me this morning. Please accept my thanks and know how much I appreciate your kind thought of me.

With all good wishes for the coming year to you and yours, I am,

Gratefully yours,

John W. Doe.

My dear Mr. Blank,

Your kind gift reached me with my other Christmas presents this morning. It makes me truly grateful for your remembrance of me with your generous check.

Please accept my thanks and appreciation

of your kindness, and believe me, with all the Season's good wishes,

Yours respectfully,
John W. Doe.

My dear Mrs. Dash,

To Acquaintance

Christmas was doubly a day of rejoicing with all the beautiful gifts that came to me; not the least lovely of which was your beautiful work bag. Thank you so much for your great kindness in thinking of me.

With every good wish for the coming year, I remain,

Most cordially yours,
Mary G. Doe.

Dear Mrs. Blank,

Your lovely painting stands in all its beauty among my Christmas gifts, and will adorn my wall upon the very first opportunity I can find.

How very thoughtful and kind of you to remember my preference, in your selection.

With many thanks and cordial good wishes for the season, believe me,

Yours most cordially,
Mary G. Doe.

My dear Mr. Rowe,

Many, many thanks for your kind remembrance which arrived Christmas morning. Your lovely book will make a valuable addition to my small but growing library, besides

affording me some happy hours in the reading of it.

With heartiest good wishes for a Happy New Year, I am,

Cordially yours,
Janet H. Blank.

Dear Mabel,

Expected gifts are a great joy, but unexpected remembrances prove a greater pleasure, as they bring the unlooked-for thought with them. Thank you so much for the calendar. I display it with great pride as being both lovely and unique.

With best wishes to all at home for the coming year, I am,

Affectionately yours,
Janet H. Blank.

My dear Mrs. Blank,

To Benefactor

It is with the deepest gratitude that I write to thank you for your lovely gift. The armchair is not only useful and an adornment to my little room, but will stand as a further sign of your many great kindnesses to me and mine.

With every good wish to you and Mr. Blank for a joyous and prosperous New Year, I am,

Yours ever gratefully,
Mary R. Rowe.

My dear Mr. Blank,

Again an evidence of your great kindness has come to me with the check which I received on Christmas day.

LETTER OF THANKS

The words to express my thanks as I would are so inadequate that I feel wordless when I would write you to the fullest of my gratitude.

Please know that these few words of thanks have behind them the deepest appreciation a man can feel for your many kindnesses both now and in the past.

I sincerely hope that the rich promises for the New Year will be fulfilled to the uttermost for you and yours.

Gratefully and respectfully yours,
Harold B. Rowe.

The Birthday Letter

Dear Mabel,

How cruel of you to remember the passing time so accurately, but how kind to do it in such a charming way. I feel the edge is quite taken off by your birthday gift. The beautiful buckle is a "joy forever."

Thank you, dear, so very much.

Affectionately yours,
Mary G. Doe.

My dear Helen,

I thought I had kept the fact that I was having a birthday a profound secret, but your lovely book showed me that the "cat was out of the bag." It was most kind of you to remember me, and I anticipate many delightful hours reading it.

Thank you so much.

Affectionately yours,
Mary G. Doe.

Dear Margaret,

I thought I had announced publicly that I was having no more birthdays, yet lo and behold, your gift arrived early to remind me that I may not dodge the fact. The bar pin is far too lovely to have me scold you as I should, so, instead, I'll tell you how delighted I am with it, and thank you very much.

Let me see you soon. With fond love, I am,

Always affectionately yours,
Mary G. Doe.

My dear Mrs. Rowe,

Thank you so much for your lovely birthday gift. How good of you to remember me so charmingly. I shall put the pretty handkerchiefs into immediate use and be the envy of all around me.

With every cordial wish, I am,

Yours most sincerely,
Mary G. Doe.

WEDDING ANNIVERSARIES

1 year	Paper wedding	25 years	Silver wedding
5 years	Wooden wedding	30 "	Ivory wedding
10 "	Tin wedding	40 "	Woolen wedding
12 "	Leather wedding	45 "	Silk wedding
15 "	Crystal wedding	50 "	Golden wedding
20 "	China wedding	60–75 "	Diamond wedding

My dear Mrs. Dash,

On Fifth Year Anniversary Gift

We were quite taken by surprise by your lovely gift on the occasion of our fifth anniversary, and were deeply touched by your kind thought of us.

Life has been so generous that we have both said it seems but yesterday that we were acknowledging our wedding gifts.

I can ask for nothing better for our friends than that they may have the same happy experience that has been John's and mine.

Thank you so much, dear Mrs. Dash, for the charming book-rack. When you come to see us, which I hope will be soon, you will see that I have put it to immediate use.

John joins me in very kindest regards and appreciation of your kindness.

Yours always cordially,
Helen V. Rowe.

Dear Mrs. Blank,

On acknowledging Gift for a Longer Period of Marriage

With all your many interests, how good of you to remember us on our silver anniversary. Now that it is past we begin to feel that we are a very old couple indeed.

Thank you, my dear, for your sweet gift and the kind thought that accompanied it. The silver paper-knife is exquisite.

My best wish for you is that you also will attain a silver anniversary under auspices as kindly and beautiful as ours have been. It is a wonderful feeling to know that we have both weathered some of life's storms and put our ship into port safe and sound each time.

Mr. Rowe joins me in expressing his deep appreciation of your kindness.

With all good wishes, believe me,

Always yours sincerely,

Helen V. Rowe.

For Favor Received

My dear Mr. Roberts,

It was characteristic of you to go to all that trouble of talking personally to Mr. Doe on my behalf. A few words from you will have more weight in furthering my cause than endless communications from others. I had no idea I was to be so fortunate.

Believe me, I am most grateful for all your kindness to me in this matter.

In deep appreciation, I remain,

Sincerely yours,

Harold F. Weekes.

My dear Mrs. Smith,

Your letter enclosing the list of names of the pew-holders of St. Francis' Church came to me yesterday. I realize by its length the amount of work I caused you. Believe me, I am truly grateful and know that your interest in this matter will aid me materially in my work. Thank you so very much.

With kindest regards, I am,

Yours gratefully,

Mary Blank Rowe.

My dear Mr. Howe,

Through your great kindness I was able to secure the position as secretary to the comp-

troller. I know you must realize, more than these words can convey, how much this means to me, and how very grateful I am to you for speaking to Mr. Street in my behalf.

My thanks will lie, not only in words, but in the effort I shall make to prove worthy of your faith in my ability.

With sincere good wishes and deep appreciation, I am,

Gratefully yours,
George F. Small.

Dear Mrs. White,

For Gift to Baby

How good of you to have made the lovely coverlid for my baby. Knowing how extremely busy you always are, I appreciate it so much more, and am very grateful to you for sending it.

Won't you run in some time soon and see how sweet your handiwork looks tucked around my little one?

With many thanks, I am,

Cordially yours,
Martha Todd Rowe.

Dear Mrs. Dash,

The little bib-holder is just lovely and so very useful. Even at this early stage I see where it will be put into constant and effective use.

I want you so much to come and see us. If I am a bit proud of my little one, I believe that

this is a privilege granted to all new mothers, and so may be forgiven.

Thank you so much for your thoughtfulness.

Yours cordially,
Janet Grant Howe.

Acknowledging Gift to Child

My dear Mrs. Harland,

How good of you to remember Robert's birthday. The pitcher and bowl are the delight of his life. I know that now his cereal will taste so much better than before.

Thank you so much for your sweet thought of my little boy.

With ever cordial regard, I am,
Always sincerely yours,
Janet G. Howe.

Dear Mrs. Austin,

Mary is in the seventh Heaven of joy as, thanks to your great kindness, she at last owns a doll that talks. She says that she feels now that she has a real baby, and truly makes a sweet little mother.

Only for the fact that I am so grateful to you for giving my little girl so much happiness, I should want very much to scold you for your extravagance in choosing her gift.

Mary's thanks are as heartfelt as are mine.

With kindest regards, I remain,
Very sincerely yours,
Helen M. Wood.

CHAPTER IV

THE LETTER OF CONGRATULATION

THE frame of mind is a tremendous factor in all our activities. The actor on the stage, if he be a true artist, lives his part, whether joyous or tragic. Looking at it fairly it is not deceit that he is practicing, — he is merely fitting his personality to the emotional environment in which he finds himself at that particular time. The part calls for tears — he sheds them.

Are we not all actors in this life's drama? Shakespeare has said it. Therefore, let us get into our part. If duty calls for expressions of joy, let us "think" joy, and so give twofold. We, ourselves, get more out of it in the long run on its inevitable rebound. This does not mean going through a stereotyped set of phrases laid out for a specific occasion.

Why make our duty letters obligatory burdens?

So the note of congratulation must contain a genuine tone of gladness; it must ring true,

otherwise it were better not to write at all. In many cases where the person to be congratulated is but a recent acquaintance, the visiting card with "heartiest congratulations" is sufficient.

In other instances, as for the young mother, the recovery from an illness, or a wedding anniversary, the card is often accompanied with flowers or book, etc.

To the bride one sends "the best of good wishes," never congratulations; these are reserved for the groom.

Congratulatory telegrams are addressed to the newly wedded pair and should be sent on the day of the wedding, to reach them as soon after the ceremony as possible.

Letter to Engaged Girl

My dear Florence,

A little bird has just told me a wonderful bit of news which has made me very happy for you. I have not had the pleasure of Mr. Roberts' acquaintance, but know that if he is your choice he must indeed be all that is good and charming.

Incidently, I think him a mighty lucky fellow, and am only waiting the time when I can tell him so in person.

All the happiness you so richly deserve and have helped others to attain, I wish you most heartily.

Hoping very soon to hear the good news from your own lips, I am, with fond love,

Affectionately yours,

Janet V. Rowe.

Dear Florence,

The most joyful news that I have heard for a long time was the announcement of your engagement to George Roberts. Knowing him as well as I do, I can't quite decide which of you is the luckier. I simply know that each is to be congratulated.

Dear girl, I am so very glad for you, as I realize how happy you must be; knowing you are so, makes me rejoice in your happiness.

With every good wish to you both, believe me,

Fondly yours,

Emily.

Man to his Engaged Friend

My dear Travers,

So you've "gone and done it." I have always claimed that there is no such creature as a "confirmed bachelor," and you have proved it.

I have not had the pleasure of meeting Miss Baker, but knowing your fastidious taste and discrimination in the fair sex, I am reassured on that score.

Some day I hope to meet the lady of your choice, for I know that I shall find her all that is charming.

My heartiest congratulations are yours, my dear fellow, on your good fortune.

Wishing you every kind of good luck, I am,

Sincerely yours,

James F. Brent.

For Honorary Distinction

My dear Saunders,

The news of your election as president of our borough is indeed inspiring, and I am doubly glad, first, in the knowledge that we have a man at the head in whom all can trust, and we know that he will fulfill his mission with integrity, and secondly, because he is my friend.

May your administration be one of success to you in every way. I know you have the hearty coöperation of many loyal followers.

With sincere congratulations, I am,

Yours cordially,

Horace Radclif Cole.

My dear Mr. Dash,

Upon my return to town I was informed of the great honor that has been conferred upon you in the offer of the presidency of this American Steel Car Corporation. There is no man I know whom I would rather see in this position, because you have earned it so squarely. Such material acknowledgment of your best efforts gives you renewed energy and courage.

My best wishes are yours for continued success.

Yours sincerely,

John F. McLane.

LETTER OF CONGRATULATION

My dear Miss Blank,

I was more than glad to hear the splendid news of your good fortune, and I only hope that it is but a forerunner of greater things.

As a matter of fact, I was not surprised to learn that you had been made head supervisor, for I knew that with your ability, tact and perseverance, you would eventually attain your goal. No one is more deserving of the promotion than you, and I congratulate you most heartily.

Yours very sincerely,
Thomas Gaunt.

Birthday Letter

The birthday letter should carry with it a certain amount of tact, especially when written to one who has many years to her count, and would rather not count them! So let us try to make the occasion one of true rejoicing.

Dear Janet,

To-morrow will be your birthday and a red-letter day in your calendar. I am only sorry that so many miles separate us, and that these few ink scratches must be my messenger in wishing you very many happy other birthdays to come.

As the Orientals have it, "May you live a thousand years."

I am sending you a little gift by this post and hope that it will reach you in time for the celebration.

With kind regards to all at home and much love to you, I am,

Affectionately yours,
Caroline Judson.

Dear Helen,

Another little dot will be added to your small score of years by the time this reaches you. My heartiest wishes are for other and many "dots" to come, under just such happy auspices as this one must be for you.

The little gift I am sending by this mail will, I hope, be of service as well as a token of my best wishes.

With deep affection, I am,

Ever warmly yours,
Cecile Goodson.

From Man to Girl on her Birthday

My dear Miss Janet,

I am sending my few words of congratulation with this little token to add to the number of happy reminders of your birthday.

Please accept my heartiest greeting.

Yours sincerely,
Charles H. de Witt.

On Wedding Anniversary

My dear Mrs. Howe,

I want you to know that I am thinking of you, and that my heartiest good wishes go to you and Mr. Howe on this, the tenth anniversary of your marriage.

Yours very sincerely,
Janet F. Wilson

LETTER OF CONGRATULATION

My dear Edith and James,

My heartiest congratulations on the advent of the twentieth anniversary of your marriage. You are certainly a shining example of what a model couple should be!

With every good wish for the coming years, that they may continue to bring the joy and blessings you both so richly deserve, I remain,

Yours warmly,
Edith Wayne Dobbs.

Upon Recovery from an Illness

These little notes are sent by hand with a gift of flowers, fruit, book or a small token.

Much tact is needed in the writing of such a note, for one must bear in mind that the convalescent is still weak and perhaps sensitive about mentioning his illness. The few words must, therefore, be tactful, in order to convey strength and courage.

Dear Mrs. Williams,

Please accept these few roses as a small token to express my joy at your recovery from a long and tedious illness. It is indeed a glad bit of news to hear how rapidly you are convalescing.

When you are somewhat stronger, I do hope you will let me come to see you, if only for a few moments.

With every good wish for renewed health, I am,

Most cordially yours,
Edith Frayme Mott.

My dear Miss Browne,

Here is a little book with which to while away some of the hours of your convalescence. I found so much pleasure in reading it that I am giving it to you, that you may also enjoy it.

I trust that very soon you will be well enough to be about as usual, and that you will be able to look back upon the dark days just passed as necessary evils to promote lasting good.

With every good wish for a continued gain in strength, I am,

Yours very sincerely,
Charles Edward Howe.

CHAPTER V

THE LETTER OF CONDOLENCE

ONE of the most difficult forms of written etiquette is the letter of condolence. It is not so much what to say to the bereaved, but what *not* to say that is our stumbling block. Sympathy tends to render some of us at a loss for words — for the right words. Many of us feel the necessity of writing at length to express our sorrow; we desire to convey a warmth of feeling, to give the handclasp of encouragement and sympathy.

At such a time platitudes irritate, for they do not touch the heart. A bit of homely philosophy, if you will, but not in the nature of preaching. The purpose of writing is to try to help the bereaved brave over a soul-rending period; a time when the need of true friends and their service of love are most required.

Of course, this has to do with those whom we know intimately; where the person is only an acquaintance, letters of condolence may seem

intrusive, so a visiting card with "sincere sympathy" or "heartfelt sympathy" is all that is necessary. Perhaps a few flowers sent with the card would be greatly appreciated.

But it were wise to face the fact that the letter of condolence is a difficult bit of writing at best. Filling our pages with empty sentiments, flowery quotations reserved for such sad occasions, leave the recipient unmoved. Even with our closest friends, we should shrink from touching on the other's grief. Above all, let us not dilate upon the manner in which the deceased died. Our letter must contain words of courage that will soothe, not wound. Neither let us delude ourselves by thinking that the bereaved is too grieved to notice the letter, so long as we have written; this is not so, for in many cases one's state of mind is made supersensitive.

We should respect the feelings of the person to whom we write, especially at such a time. Do not be hypocrites; if the loss happens to be "for the best" in every sense, do not write reams about "the great sorrow that is yours." If the loss is truly great, let us realize and express our sympathy accordingly.

All letters should be sent immediately upon

receiving intimation of a death. Where cards are sent the bereaved family return an *engraved* acknowledgment on a black-bordered card, a few weeks after.

Stationery

Mourning stationery is most heavily bordered for a widow or a widower, and is used as long as he or she is in deep mourning. This is decreased with the change of mourning, and all stamping should be done in black, as a rule, only upon the death of the immediate family, including grandparents.

As the letter of condolence is always followed by a call, these letters are generally acknowledged verbally by the family at that time. But in cases where, for instance, the writer lives away from town, the note is generally answered by a few words from one of the members of the family.

Acknowledgment Formal Card Engraved

MRS. JAMES BRENTWORTH AND FAMILY

GRATEFULLY ACKNOWLEDGE

YOUR KIND EXPRESSION OF SYMPATHY

Or cards may be bought already engraved with the names to be filled in, as:

_____(NAME TO BE FILLED IN)

GRATEFULLY ACKNOWLEDGE

_____(NAME TO BE FILLED IN)

KIND EXPRESSION OF SYMPATHY

Informal Acknowledgment

Dear Mrs. Blank,

I deeply appreciate your note, and want to thank you for your kind sympathy. I do not know any friendship I value more than John's and yours, and the letters you both have written fill my heart with gratitude.

We are always helped in time of sorrow by words of comfort and consolation, and I am sure you understand how much yours mean to me at this time.

Thank you many, many times, and let me assure you that your kindness will not be forgotten.

Yours most sincerely,
James B. Conrad.

My dear Mrs. Dash,

Your letter with its kind expressions of sympathy was gratefully received. It is no small measure of comfort to know how greatly my dear husband was beloved and respected by all, as shown by the many letters, including yours, which I have received.

With many thanks for your kindness, I remain,

Sincerely yours,
Mathilde Gotham Wentworth.

My dear Mrs. Parsons,

I have put off acknowledging your kind letter of sympathy until I regained a little strength after my long trial. I want to tell you how deeply I appreciate your thought of me, and how much courage you instilled into my distraught mind at a time when I needed it most. Believe me, I am truly grateful.

I expect to return to town on the fifth of next month and hope you will come and see me some afternoon shortly thereafter.

Yours sincerely,
Mathilde G. Wentworth.

My dear Mr. Johnson,

Thank you so much for your kind expressions of sympathy. I deeply appreciate your offer to be of service to me at this time, and, although I need not trouble you, it is a great source of comfort to know that I may call upon you should I have to do so.

With gratitude for all your many kindnesses, I am,

Yours very sincerely,
Mathilde G. Wentworth.

Letter of Condolence upon Death of Close Relative

My dear Mrs. Dash,

It is with the deepest regret that I hear of your sorrow. I realize, as only one who has gone through the same sad experience can, just what it means to you.

There must be great solace in the knowledge that your dear husband leaves behind him many who had the honor of knowing him in love and respect.

You have, dear Mrs. Dash, my heartfelt sympathy.

Yours most sincerely,
Agatha H. Small.

Dear Florence,

I wish I might be with you at this sad time the better to share your great sorrow.

If thoughts are as potent as many say they are, you have mine for all the strength and courage to help you in this terrible trial.

With deepest and sincerest sympathy, I am,
In all love,
Mabel.

My dear Janet,

Your great sorrow is shared by very many of us who knew your dear mother and the beauty of her life. To have had such a parent is a privilege accorded, alas, to but few. How much more, then, must you, in the days to come, cherish a memory as sacred as hers is to you.

If I can be of service in any way, don't hesitate to call upon me. I should take great comfort in the fact that I could help you, if ever so little, in sharing your deep sorrow.

Yours in deepest sympathy and affection,

Elsie G. Banks.

My dear Baker,

The news of your great loss has just come to me. In years past I had the privilege of knowing your sister and realize, therefore, your grief. Her many deeds of charity and kindness stand as a fitting monument to her beautiful life.

With profound sympathy, I remain,

Yours sincerely,

Gerald Du Bois.

My dear Straight,

Pray accept my sincerest sympathy in the loss you have sustained.

Sincerely yours,

Munroe R. Truesdale.

My dear Miss Rowe,

At such a time it seems almost like intrusion even to express my sympathy for you in your deep sorrow. I want you to know how grieved I am at your loss and to assure you of my warm friendship.

Yours sincerely,

James B. Forrest.

On Relative more Distant,

My dear Miss Trotwood,

I have just been told of your Uncle's death and realize how much of a shock it must have been to you. I wish to tell you how very grieved both Mr. Dash and I are at your loss.

With assurance of my regards, I am,

Yours most sincerely,

Amelie V. Dash.

or Friend

My dear Travers,

I read in the paper the other day the sad news of James Cunningham's sudden death. Knowing how closely associated you both were, I wish to express my sincere sympathy at your loss.

With assurance of my regards, I remain,

Sincerely yours,

Dent V. Conway.

On Material Loss

Loss of Animal Pet

My dear Goodson,

I was indeed shocked and grieved to read of the fire which destroyed your wonderful stable. I know that no amount of insurance will ever compensate you for the death of the horses you loved so dearly, so hasten to extend my sympathy for what I know must be a great tribulation to you.

Faithfully yours,

Duncan B. Smith.

My dear Miss Dash,

I was so sorry to hear of the loss by theft of your wonderful miniatures, knowing how

greatly you prized them, and how many years of patient search you expended in getting your collection.

I am hoping that, with the detectives at work, you will soon be in possession of them once more; I have great faith in their success.

Trusting to hear of their recovery, I am,

Cordially yours,

Calder G. Blackfoote.

My dear Husted,

I am more sorry than I can say to learn of your trouble. I realize that "the fortunes of war" offer poor philosophy when one gets hurt, but with your youth, vigor, and perseverance, I have great hopes of a quick retrievement from your present difficulty.

If I can be of any service, I shall be glad to have you call upon me.

With all good wishes for better luck, I am

Yours sincerely,

David R. Upton.

On Soldier Lost in Battle

Dear Mrs. Blank,

There are few words that can adequately express my very deep sympathy for you at this time; while I realize also the great consolation you must have in the fact that your son died in the defense of his country, with so many brave deeds to his count. It is indeed a privilege to be the parent of such a son.

Since the Greater Will decreed that he must go — how wonderful to die as he did.

You have the courage of which Spartan mothers were made and I know you are sharing the bravery of your beloved boy in accepting this terrible ordeal as befitting his mother.

Yours in deepest sympathy,
Anthony R. Frow.

My dear Gainer,

You are indeed sharing the sorrow of many, many parents whose sons have fallen in battle. I had hoped that your boy would have been spared, but since it was not to be, I know you accept his loss with the fortitude he would have you show.

You have the deepest sympathy of many; not only of his friends here, but of his comrades in battle.

With sincere regards, I remain,
Yours faithfully,
Donald S. White.

CHAPTER VI

CLUB CORRESPONDENCE

Accepting Membership

IN regard to this matter, a printed or engraved formal notice is sent to the prospective member, after having been passed by the board or committee on elections. This notice is to be answered in the following manner:

Mrs. James Woods
accepts with pleasure
the honor conferred by the
Committee on Elections
to become a member of the
Druid Club
and begs to thank them for the
courtesy offered.

Or where the answer is to be sent to a person specified on the invitation:

Mrs. Robert Deane,
40 Murray Place,
N. Edgewood, Mo.

Dear Madam:

It is with great pleasure that I accept the kind offer of the Druid Club to become a mem-

ber. Kindly extend to the Committee on Elections my sincere appreciation of the honor conferred.

Yours very truly,
Natalie F. Rudder.

or:

Mrs. George F. Rudder,
having received notice that the
Membership Committee of the
Druid Club
has acted upon her nomination,
accepts with pleasure their kind invitation
to become a member, provided it does not entail
any personal work or responsibility,
other than dues.

Among men, letters are often sent to their places of business, sometimes typewritten and many times on business paper. Some men have two kinds of office paper — the commercial and the social, both stamped. The social stationery will have the address, but not the name of the firm or occupation, stamped thereon.

John Emery, Esq., Secretary.
Druid Club,
North Edgewood, Mo.

Dear Sir:

I am informed through a notice sent by your Committee on Elections that I am now a member of your club.

I wish to thank said Committee through you as secretary, for the courtesy thus extended, and say that I accept with pleasure.

Yours truly,
Eben Crane.

Refusal

Mr. Eben Crane
regrets that he is unable
to accept the kind offer of the
Board of Governors of the
Westvale Club
to become a member, owing to
his protracted absence from town
this coming winter.

John Emery, Esq.,
Westvale Club,
Westvale, N. H.

Dear Sir:

Will you kindly convey my thanks to the Board of Directors of the Landscape Gardeners' Club for their courtesy in nominating me for

membership, and express my regret at my inability to accept this honor at the present time.

Yours truly,
Robert W. Quirk.

Hobert Graves,
Secretary Landscape Gardeners' Club,
Cincinnati, Ohio.

Mrs. Frank Nash
regrets that, owing to absence
from town during the winter months,
she is unable to accept the
Board of Directors' kind offer
to become a member of the Druid Club
but thanks them for the courtesy extended.

Mrs. Robert Deane,
40 Murray Place,
N. Edgewood, Mo.

Dear Madam:

While I greatly appreciate the honor conferred upon me by an election to membership of the Druid Club, I am obliged to deny myself the pleasure of accepting, owing to the many interests to which I must give my time.

Kindly convey to the president and members of the club my thanks for their expressions of good-will.

Yours very truly,
Mary V. Blank.

Resigning from Club

This may be sent in third-person form or by a social note. The former is generally used when resignation is due to some unpleasantness. If, however, the resignation is of an amiable nature, it would be only courteous to state the reason, briefly, in a personal note to the secretary, to whom such communications should be sent.

Formal

Mrs. Joseph Blank
begs to extend to the
Board of Directors of the
Druid Club
her resignation as a member,
this act to take effect from the
date of writing.

March 3, 1918

Mrs. Robery Dean, Secretary,
40 Murray Place,
Edgewood, Mo.

My dear Mrs. Deane,

Informal

I herewith beg to tender my resignation as member of the Druid Club, to become effective from above date, as I intend leaving town for an indefinite time.

Kindly convey to the Board of Directors my regrets.

Yours very truly,
Janet F. Duncan.

In a social letter written by a man, the name and address of the person to whom he is writing is put after the signature at the left-hand corner. This is less business-like than when it is at the beginning of a letter.

PRESENTING FRIEND FOR MEMBERSHIP TO A CLUB

A few lines sent by a member to the secretary of a club to be read at the meeting of the board is the general rule.

Mr. Thomas Grant, Secretary,
60 James Street,
Livingston, Ala.

My dear Mr. Grant,

I beg to suggest Mr. John F. Flower, General Manager of the Sweetster Carpet Company, as a member of the Republic Club.

Will you kindly put his name up for consideration at the next meeting of the board?

I am very glad to stand sponsor for Mr. Flower, and know you will have no difficulty

in finding others who will be pleased to indorse my recommendation.

Yours very truly,
Emory H. James.

Mrs. F. S. Close,
Secretary, Cosmos Club,
New York City.

My dear Mrs. Close,

Mrs. Arthur F. Dwight of 600 West Drive would very much like to become a member of our club, and has requested me to suggest her name to the Committee on Elections. I am more than glad to do so, and feel sure that she would prove a most valuable adjunct to our list of members.

With regards, I am,

Yours very truly,
Winifred B. Vose.

ACKNOWLEDGING PRESENTATION OF NAME TO CLUB

My dear Trevor,

Your note telling me that you had presented my name to the Board of Directors of the Sports Club for membership is good news.

Many thanks for your courtesy and trouble in my behalf.

Yours faithfully,
Peter F. Kemble.

Norton Trevor, Esq.,
43 Roundville Place,
Kensington, Ill.

My dear Mrs. Smylie,

Through your kindness I have received notice that I have been elected a member of the Etchers' Club. This courtesy is greatly appreciated by

Yours sincerely,
Mabel F. Greenstone.

EXTENDING HOSPITALITY OF CLUB TO FRIEND FROM OUT OF TOWN

In extending the hospitality of the club, the friend gives a formal card, such as is issued to members, extending this courtesy. This card must be signed not only by a member, but by the chairman of the house committee, when the guest's name is entered in the club register.

The following are a few letters such as would be written to a friend inviting him to stay at a club while in town.

My dear Benson,

I am glad to know that you will arrive here the day after to-morrow, and, although I shall be out of town when you come, I wish to extend to you the hospitality of the Rocking Stone Club of which I am a member.

I enclose a card, herewith, and I hope you will enjoy the old place as much as I do.

I shall lose no time in looking you up when I return at the end of the week.

With all good wishes, I am,

Yours faithfully,

J. H. Stevenson.

Edward Benson, Esq.,
The Bristol,
Brayton, N. J.

THE ROCKING STONE CLUB
NEW YORK

January 5, 1918.

My dear Andrews,

You will arrive in town on Thursday and I wish to be the first to greet you. If you are not already engaged, come and dine with me here at six-thirty that evening, and I shall be glad to put you up at this club during your stay. In any event, I shall provide you with a card when I see you.

Hoping to have the pleasure of your company on Thursday, I am,

Faithfully yours,

Edward V. Close.

Captain George Andrews,
The Bristol,
Brayton, N. J.

Acceptance

My dear Close,

Many thanks for the courtesy in extending me the hospitality of your club. It is with

great pleasure that I accept your kind offer to make it my headquarters while in town.

Hoping to see you upon your return to the city, I am,

Gratefully yours,
George Andrews.

Edward V. Close, Esq.,
56 Broadway, New York.

My dear Saunders,

Your card extending the courtesy of the club, together with your kind note of welcome, is gratefully received. I regret, however, my inability to avail myself of your hospitality, as I have already made arrangements to stay with my wife's family while in town.

Thanking you, and hoping to see you during my short stay, I am,

Sincerely yours,
Munroe L. Upton.

Letter of Condolence upon death of a Member of Club to Family

This letter is sent by the secretary on behalf of the Board of Directors, Committee, etc., upon a resolution voted at a board meeting to that effect.

It can be either formal or informal, according to the standing of the member, or the desire of the club.

Formal

The President and Members of the
Sports Club
beg to tender their sympathy to
Mrs. James Ridder and family
for their sad loss.

Informal

My dear Mrs. Ridder,

On behalf of the president and members of the Sports Club, I beg to tender to you their deep sympathy for you and yours in your great sorrow.

Yours very truly,
Hyram B. Grew,
Secretary.

Mrs. George Ridder,
60 York Place,
New Brunswick, N. S.

CHAPTER VII

MISCELLANEOUS LETTERS

Bon Voyage Letter

THE speeding of the parting guest by letter is a pretty attention and may be accompanied or not by a book, fruit or flowers. The *bon voyage* letter is generally written when the traveler-elect goes by steamer. In sending such a note it is wise to see that it arrives in good season; since time and tide refuse to dally, steamers, therefore, must needs sail on the minute scheduled.

The envelope should be addressed to the steamer in the following manner:

Addressing the Envelope

Miss Gertrude Downe,
On Board: S. S. Tenadores,
United Fruit Company,
Pier — East River,
New York City.

My dear Miss Dash,

Note

I am sending you these few lines wishing you the jolliest of good times on your travels, and a safe and happy return.

Bon voyage,
Sincerely yours,
Charles M. Deacon.

Dear Mabel,

So you are off for foreign shores. I wish I might be with you to enjoy all the good times I know are in store for you.

With best wishes for a *bon voyage* and a safe return, I am

Affectionately yours,
Edith.

My dear Helen,

I am sending you my thoughts, with these few flowers, to start you on your journey. May you have the jolliest of times.

With all good wishes for a *bon voyage*, I am,
Warmly yours,
Mary V. Blake.

The Letter of Welcome

What is more delightful after months of traveling than to receive a letter of welcome by the pilot boat upon our return. How eagerly we watch for its approach, as leaning over the railing, we see the pilot climb nimbly up the wobbly rope ladder on to the deck. He is our first real contact with home — a far more tangible evidence than the familiar coast line we have been gazing at during the past day. Upon opening the mail-bag, your letter should be there among the others, if properly addressed, as

Miss Gertrude Downe,
At Quarantine,
S. S. Zacapa,
United Fruit Company,
New York Harbor,
New York.

This letter must also be sent in ample time, to insure its reaching the boat. So you must find out through the steamship office direct, if possible, when the vessel is due, rather than get the information through other channels.

Dear Gertrude,

Letter Welcome to our shores again! It is good to know that when this reaches you, you will be but a stone's throw from us.

I am most anxious to see you and hear of all your interesting experiences.

Let me hear from you the first minute you can give me.

With fond love, I am,
Always affectionately yours,
Emilie Glover.

My dear Miss Dash,

I wish I had a pilot's license, then I could come to greet you in person. But since, alas, I am not qualified in such seamanship, I must content myself with expressing on paper my pleasure at your safe return.

Hoping to have the opportunity of seeing you very soon, I am,

Sincerely yours,
Abner C. Gruene.

Letter to Serving Class

The letter written by the head of the house to the serving class should always be expressed in the third person. This applies also to petty tradesmen. If, on the other hand, the servant has been in the family a number of years, it would be more considerate to address her as "My dear Mary" or "My dear Sands," and sign the note with the initial instead of the Christian name, as M. S. Dash rather than Mary S. Dash.

In many households the English custom of calling all servants by their last name is used, whether male or female. So Mary Jones would be known merely as "Jones"; the same applies to the men servants.

Formal Note

Mrs. John Dash would like Ellen Smith to come to see her on Tuesday, January 7, at half past ten o'clock, with regard to the position of lady's maid.

Mrs. John Dash wishes the New England Ice Company to leave fifty pounds of ice daily, beginning to-morrow, the fifteenth; this order to continue until further notice.

Informal

My dear Jane,

We expect to return to town on Tuesday afternoon and will bring four guests to stay over the week-end, so please market accordingly.

Also have Cramer meet us at the station at four-fifteen with the limousine.

Yours very truly,
M. S. Dash.

My dear Sands,

Kindly see that the house is in readiness to receive us on Tuesday next. We intend to return on the six-ten train from Jersey City.

Have Cramer go down to the station on Friday with the motor-truck, as I have sent up some furniture, as per list enclosed; also see that the Packard is in good condition as we expect to do much motoring upon our return.

Please be at the station with the Dodge car, and tell Ellen to have a light supper for six, as we are bringing two guests with us.

Yours very truly,
J. F. Closser.

The Letter of Recommendation

This is given, if so requested, by the head of the house to the servant or employee upon leaving. It were wise to be cautious in the wording of this letter, for, in writing too plainly derogatory statements as to the nature of the employee, a suit can be brought for defamation of character. A good point to bear in mind is,—

if we are unable to say anything good, say nothing. We must try not to let our personal feelings blind us to other qualities that might offset the poor ones referred to, and thus prevent an honest worker from obtaining employment.

For Excellent Recommendation

This is to certify that Mary Parsons has been in my employ as chambermaid and waitress eighteen months. During that time I found her most willing, honest and trustworthy. I am very glad to recommend her highly.

E. C. Castaigne.
(Mrs. Geraud F. Castaigne.)

This is to certify that John Crumpet has been employed by me as chauffeur for the past two years. I have found him a careful driver, expert mechanician, honest and sober.

J. B. Marding.

If, on the other hand, the servant or employee has been unsatisfactory, it would be footless to give him or her a letter, since, if his shortcomings were stated, he would not be apt to use it. Nor should we perjure ourselves, and thus throw an unprincipled person upon an unsuspecting employer. Faint praise is less than no praise. If the servant has some fair quality, mention it in the letter of recommendation; if he has not even that, it would be better

to refuse to write at all. If further recommendation is asked by the employer-elect, it is then time enough to tell facts, but we must be *sure* they are facts and not surmises, in all fairness. If the servant has been anything but trustworthy, it would be better to state this, when asked, at the same time remembering always to be careful that what we say is absolutely true.

If the written recommendation which the servant or employee takes with him in seeking another position is followed up, the prospective employer telephones or writes for further information or confirmation to the ex-employer somewhat in this fashion:

Mrs. J. B. Dash,
3067 Grand Avenue,
Memphis, Tenn.

Dear Madam:

Letter for Information

Kindly forgive my intrusion, but I am about to engage as second man, James Monohan, lately in your employ. I should be very grateful if you would let me have any information you can regarding his character and ability, and be assured that I shall treat the matter confidentially.

Yours very truly,
M. T. Mayne.
(Mrs. Henry H. Mayne.)

Mrs. Henry H. Mayne,
60 Trevort Street,
Utica, N. Y.

Dear Madam:

Answer In reply to your communication of the 6th inst., with regard to James Monohan, I beg to say, that while I found him honest and clean, I am sorry to report that he was not always sober, and therefore not very trustworthy at those times. He has promised to stop drinking, and if he does, I feel sure that he will make a very good servant.

Yours truly,
E. H. Dash.

or:

Mrs. Henry H. Mayne,
60 Trevort Street,
Utica, N. Y.

Dear Madam:

In reply to yours of the 6th inst., I beg to say that I found James Monohan to be a most trustworthy man. He is a little slow and hard of hearing, but, I am sure, you will find him satisfactory in every other respect, as second man.

Trusting that this information is satisfactory, I remain,

Yours truly,
E. H. Dash.

Mr. H. K. Rowe,
608 Roday Place,
Cleveland, Ohio.

Dear Sir:

Asking for Information Office Work

May I beg a moment of your time to tell me candidly all you know about Mr. Howard Post. I am about to engage him as clerk and would be very grateful for any information regarding his character and ability.

The position is a responsible one, and, therefore, I am desirous of having a man in whom I can place confidence.

Regretting to have to trouble you, I am,
Yours very truly,
H. E. House.

Mr. H. E. House,
Crayville Building Co.,
Seattle, Wash.

Dear Sir:

Recommendation

In reply to your note of inquiry dated August 11, it gives me great pleasure to say, regarding Mr. Howard Post, that, during the past six years in which he was employed by us, we found him to be in every respect worthy of our fullest confidence, and feel sure you need have no hesitancy in engaging him.

Were it not for reorganization in our office, we would have been glad to retain him.

Yours truly,
H. K. Rowe,
President.

Mr. H. E. House,
Crayville Building Co.,
Seattle, Wash.

Dear Sir:

I have your letter of August 11. Unfortunately, I am unable to say very much regarding Mr. Howard Post. While in our employ his unpunctuality and almost habitual inertia made him very undesirable as clerk. *Derogatory*

Yours truly,
H. K. Rowe,
President.

or:

Mr. H. E. House,
Crayville Building Co.,
Seattle, Wash.

Dear Sir:

I would prefer to say but little regarding Howard Post. It is true that he was employed by us for over a year as clerk. He has many good qualities, but few that I found compatible with good clerkship.

Regretting I am unable to furnish you with a better report, I remain,

Yours truly,
H. K. Rowe,
President.

The Letter of Introduction

It is decidedly not "good form" to ask for a letter of introduction; this should come unsolicited through a kind friend who knows

your need. This note should be written in social form, enclosed in an envelope addressed to person to whom the introduction is made, — *not* to the one introduced, and left *unsealed.* It should be cordial in tone.

My dear Mrs. Dash,

This will introduce to you Miss Mabel Coventer of Trenton, New Jersey, who intends staying in your delightful city during the winter months.

I would be so appreciative of any attention you would kindly show her. I am sure you will find her charming.

With warmest regards to you all, I remain,

Most sincerely yours,
Janet F. Rowe.

My dear Travers,

I wish to introduce the bearer of this note, Mr. James Duncan, who intends stopping in your city for some months. He is the manager of the Western Celluloid Company of Los Angeles. Knowing your interest in the firm, I feel that you should become acquainted.

Appreciating any favor you will be able to show Mr. Duncan, I remain, with kind regards,

Sincerely yours,
Joseph Cathaway.

My dear Commissioner Walton,

This note will introduce to you one of our ablest and most respected citizens, Mr. Thomas Eagers.

Mr. Eagers has for a long time been greatly interested in shipping problems, both in this country and abroad, and has made a wide study of conditions. He has much information of value, culled from his long sojourn in the Orient, as representative for the Ohio and Western Transportation and Import Company.

I am sure you will be interested in each other, and am glad to be the means of bringing you together.

The trout are plentiful in our streams and I shall be glad to get word that you will come out again to us and have a try at them.

With cordial greetings to Mrs. Walton, I am,

Yours sincerely,
Ebner Harrison.

The letter of introduction may be delivered personally, or mailed enclosed in another envelope, with card inside. Then the recipient will, or should, call at the earliest opportunity or acknowledge the letter. If he is a member of some club, he might put you up there, besides showing other courtesies.

Visiting-card for Introduction

Often the visiting card with "Introducing Miss Blank" written at the top, is quite correct for a person with whom we are but slightly acquainted. This is more usual in business than in social *rôles*. The introductory card is presented in person.

Begging Letter for Charity

The begging letter for charity, in order to be effective, must make its appeal strong. In almost all big organizations for charitable purposes, the letters are typed or multigraphed on official letter-head paper. We are not concerned with such here. What we are interested to know is how to write a personal letter in such a cause. It is written like other social notes, — by hand on social paper, somewhat in the following manner:

My dear Mrs. Grey,

Knowing how very much interested you are in many worthy charities, I am writing this little appeal as a further call upon your bounty.

We are endeavoring to raise fifty thousand dollars toward a summer home for small wage earners where, for three or four dollars a week, they may have nourishing food, good air and proper attention during their meagre vacation, thus helping build them up through the months to come.

We have been promised ten thousand dollars, if we are able to raise the other forty thousand within three months, and you can see how anxious we are to fulfil the terms of this generous offer.

Will you not help us by contributing, no matter how small the sum, toward our work?

Hoping to hear from you favorably, I am,

Yours very sincerely,

Amelia G. Bounde.

In sending letters like the above, it is far better to have some printed pamphlets telling in detail the nature and outline of the work, together (and this is *very* important) with a list of names of the committee or those interested. Names have much weight in such matters.

My dear Mrs. Dash,

We are asking our friends to help us raise fifty thousand dollars toward a summer home for small wage earners, and I have put your name at the head of my list, knowing your great interest in the working class. I do so hope that we may count on having a contribution from you, no matter how small, to help us carry on this so much needed home to a happy completion.

With kindest regards, I am,

Cordially yours,

Cecile F. Trevort.

My dear Mrs. Trevort,

Affirmative Reply

I am enclosing herewith my check for fifty dollars as my contribution toward your worthy work in raising funds for a summer home for small wage earners, and trust that you will meet with every success in getting the amount necessary.

With all good wishes, I am,

Cordially yours,
Mary F. Dash.

My dear Mrs. Trevort,

You may put me down for two hundred and fifty dollars as my contribution toward your home for small wage earners. This sum I agree to pay by the first week in January of the coming year.

Wishing you all success, I am,

Yours very sincerely,
Ethel V. Dowd.

My dear Mrs. Trevort,

Refusal

I regret exceedingly that I am unable to help you in raising the sum necessary for the home for small wage earners. Unfortunately, there have been so many demands upon my purse at this time that I feel I must confine all my efforts to the charities in which I have a personal interest.

Regretting my inability to help, I remain,

Yours sincerely,
Katherine Sweete.

My dear Mrs. Trevort,

I am so sorry, but heavy demands upon my purse preclude my adding any further charity to my already long list.

Wishing you all success in your work, believe me,

Sincerely yours,
Martha B. Greene.

To Act as Patron or Patroness

At a public function or charity, a list of patrons or patronesses is a very necessary factor toward making it a success.

The patroness is generally chosen, first, for the weight and importance her name lends, and secondly, because he or she is expected, by accepting to act in this capacity, to subscribe largely, in any event, taking not less than ten dollars' worth of tickets for the performance.

The committee on entertainment, or chairman, sends an engraved invitation or personal letter asking for this privilege. The note would read somewhat as follows:

Mrs. Dudley Stagg,
Mt. Kisco, New York.

My dear Mrs. Stagg,

We are giving a concert for the benefit of the Blind Babies' Association which will be held on Tuesday evening, March the sixth, at the Imperial, and would very greatly appre-

ciate being allowed to use your name as patroness.

I am enclosing five tickets which I hope you will be able to use.

Trusting to hear from you favorably, I am,

Sincerely yours,
Edith G. Traut,
Chairman.

Kindly send check to Mrs. G. Daigne, 652 West 76th Street, and make it payable to her order.

Frank R. Gregory, Esq.,
120 Broadway,
New York.

My dear Mr. Gregory,

We are giving a special performance of "The Gods Provide" for the benefit of the widows and children of miners, to be held at the Criterion on Tuesday afternoon, May the fourth, at three o'clock. Will you kindly allow us to use your name as patron on this occasion?

I am enclosing six tickets which I hope you will be able to use.

All checks are to be made to the order of Graham F. Lightfoote, Treasurer, and sent to me.

Trusting you will grant us the privilege of having you on our list, I am,

Sincerely yours,
Marion B. Cross.
(Mrs. Francis R. Cross.)

Mrs. C. V. Traut,
50 Midvale Terrace,
Mt. Kisco, New York.

My dear Mrs. Traut,

I beg to enclose herewith my check for ten dollars in payment for the five tickets sent for the benefit for the Blind Babies' Association. I shall be very glad to have you use my name as patroness at that time. *Acceptance*

Wishing you all success, I am,

Yours very truly,
Muriel B. Stagg.

Mrs. S. F. Weekes,
York Turning,
Poughkeepsie, N. Y.

My dear Mrs. Weekes,

It is with much pleasure that I lend my name as patron at your special performance for the widows and children of miners and enclose my check for fifty dollars herewith for a box.

With sincere good wishes for your success, I am,

Yours very truly,
Thomas E. Maderon.

Mrs. S. F. Weekes,
York Turning,
Poughkeepsie, N. Y.

My dear Mrs. Weekes,

In response to your note asking me to act as patroness at the benefit performance on Tues-

day, March the fourth, I beg to say that I shall be very glad to do so, provided it does not entail other responsibility than purchasing two tickets, for which I enclose my check.

Yours very truly,
Judith F. Hopkins.

Mrs. S. F. Weekes,
York Turning,
Poughkeepsie, N. Y.

My dear Mrs. Weekes,

Refusal In reply to your note of the thirteenth instant, asking me to act as patroness at the benefit for the widows and children of miners, I beg to say that I prefer not to give my name, but enclose my check for five dollars, as a small donation toward your work.

Thanking you for the courtesy extended, I am,
Yours truly,
Evelyn F. Grost.

My dear Mrs. Weekes,

I regret I am unable to accept your kind invitation to act as patroness for the benefit held on the sixth of March, and beg to return the five tickets sent.

Thanking you for the courtesy of asking me,
Yours truly,
Margaret F. Doe.

The Child's Letter How great the task of setting a young child down to write a duty letter. Fortunately,

there are few obligations imposed upon the little one, but the few are the thorns, not only for him, but for the parent who stands by to see that he says the right thing.

A few very simple phrases are here set down to suggest an idea or so. They should not be used if the child has any idea of his own, but are placed in the following lines to help the little one whose pen or pencil is in no way a staff, but a stick, to be hurled to the farthermost corner of the room.

The Letter Of Thanks

Dear Auntie Mabel,

Thank you very very much for the dolly. I think she is beautiful and I am very happy to have her come to stay with me.

Mamma says I must be very careful of her, so that she will keep pretty a long time. I will be good to her as I love her very much.

Please come soon and see me,

Your loving little niece,

Marjorie.

Dear Uncle John,

Thank you very much for the box of soldiers. I like them best of all my birthday presents, and I am going to play war and fight my battleship against them.

Please come soon and play with me,

Your loving nephew,

Teddie.

On a Birthday

Dear Grandma,

I wish you many many happy returns of your birthday. I hope you are quite well and have a birthday cake with candles on it.

Your loving grandchild,
Edith.

Dear Grandpa,

I hope you are having a very happy birthday and that you have received lots of nice presents. I have sent a surprise to you, but you must not guess what it is until you get it. It is big and fat and soft, — but I won't tell you any more.

Your loving grandson,
Peter.

French Mode of Addressing and Closing Letters

French is a language that lends itself to grace of expression. It has six pretty ways of paying a compliment to our one. Many of us are familiar with the language and write it fluently, but pause at the proper closing salutation to a letter. The body of the letter is easily written, but we often puzzle over just what words to use to express the right amount of warmth or cordiality.

In Addressing

Some make the mistake of addressing a person as in English, using the pronoun. This is redundant, for *Chère Madame* or *Cher Monsieur*, etc., is sufficient. Never abbreviate *Madame*, *Monsieur*, *Mademoiselle* unless the

name is added. "Dear Sir" or "Dear Madam" has its equivalent in *Monsieur* or *Madame*.

In mentioning a relative to one with whom an intimate acquaintance is not established, we generally write: *Monsieur votre Oncle*, *Madame votre Mère*, etc. Officers and other men of military, naval or state titles are addressed as: *Monsieur le Commandant*, *Monsieur le Commissionaire*, *Monsieur L'Amiral*, *Monsieur le Maire*, etc.

Concluding a Letter

There are many variations to express the same sentiment, as was said above. The word *recevez* implies a condescension unless it is followed by a very cordial phrase. Except to an inferior, it is better to use the word *agreér*.

Yours Truly

To begin with the most distant and formal of endings:

Recevez Monsieur (Madame) l'expression de mes sentiments distingués.

Recevez Monsieur (Madame) mes salutations.

Recevez Monsieur (Madame) mes civilités.

Recevez Monsieur (Madame) l'assurance de ma haute considération.

Yours Very Truly

Je vous prie d'être assuré de mes meilleurs sentiments.

Je vous prie d'agréer mes salutations empressées.

Croyez à mes bons sentiments pour vous.

Yours Sincerely — *Soyez certaine de l'assurance de mes meilleurs sentiments.*

Croyez à mes sentiments devoués.

(Gentleman to lady) *Veuillez, Madame, recevoir l'expression de tout mon respect.*

Lady in answer — *Agreéz, cher Monsieur, l'expression de mes sentiments d'amitié.*

Daignez agréer, Madame, mes meilleurs souvenirs et mes vœux les plus sincères pour votre succès.

Yours Very Sincerely — *Recevez, cher Monsieur, de ma part une cordiale poignée de main,* or *une bonne poignée de main.*

Yours Cordially

Bien à vous.

Tout cordialement à vous.

Je suis de cœur, votre tout devoué.

Je suis tout à vous.

Chère Madame, je vous baise la main.

Yours Gratefully — *Recevez, chère Madame, avec mes remerciements, l'assurance de ma gratitude infinie.*

Je vous prie d'agreér mes salutations et mes remerciements.

Yours Respectfully — *Recevez, Monsieur, l'expression de mon profond respect.*

Yours Faithfully — *Veuillez recevoir, Madame, mes homages respectuex.*

Yours Affectionately — *Veuillez recevoir, chère Suzanne, l'expression de ma plus vive amitié.*

Je t'embrasse affectueusement.
Ton tout devoué.
Je suis de cœur, votre tout devoué.
Jean s'unit à moi pour t'envoyer à tous ses bonnes amitiés.

CHAPTER VIII

MODE OF ADDRESS

For Women

FORMS for addressing envelopes are governed by a few accepted rules. For instance, — a married woman is addressed by her husband's name, even after his death, except where two women in the family have the same name. As, for example, a mother and daughter-in-law. The son has the same name as his father with Jr. added. At the father's death he drops the Jr., and so both married women have the same name, which often is very awkward. If the widow wishes, she, in such a case, may take her baptismal name to avoid confusion, so, where she was formerly known as "Mrs. Henry Dash" she may now sign herself "Mrs. Grace Dash."

Two Women with Same Name

Divorced Woman

With the divorced woman it is otherwise. Unless the courts allow her the privilege of using her maiden name again, should she desire to do so, she takes her baptismal name. Prior to her divorce she was known as "Mrs. James Tooker Blaine," after, as "Mrs. Blanche Garrick (her maiden name) Blaine." Her status is then tacitly established and thus she avoids any un-

pleasantness or confusion if her ex-husband should marry again and there would be two "Mrs. James Tooker Blaines."

Business Signature

In writing to a stranger or in a business letter, the woman always signs her name to the letter thus:

Christian name	*Maiden name*	*Married name*
Margaret	*Meadows*	*Johnson*

or her initials to the Christian and maiden name, always writing her married name in full. Under this signature she may add in brackets the name by which she is addressed as:

Margaret Meadows Johnson

or

M. M. Johnson
(Mrs. John W. Johnson)

She must *never* use as part of the signature the prefix "Mrs." or "Mr." It is the height of bad form. In all social correspondence the woman always uses her full name, never just the initials.

Husband's Official Title

A woman never uses her husband's official title as, "Mrs. Dr. James" or "Mrs. Justice Smith," no matter what his rank may be. She has merely the right to "Mrs. Henry Smith" or "Mrs. George James." Even though the husband happens to be the highest executive of state, this form holds.

Title for Wife If she has gained a title of her own she may, of course, use it. If, for instance, she is a physician, she would use her name thus, "Dr. Mary Stevens." In this instance she would not use her husband's Christian name.

Unmarried Women In writing a business letter the unmarried woman, where she is not known, may put "Miss" in brackets before her signature, lest she be addressed as "Mrs.," as "(Miss) Eleanor Towne."

Men In England it is the custom always to use *Esq.*, or less frequently "*Esqr.*," for all social correspondence, or to professional men, instead of "Mr."

This custom is followed to a great extent in America.

Social notes should be addressed:

John Growton, Esq.

Business notes should be addressed:

Mr. John Growton

Tradesmen notes should be addressed:

John Growton

Jr. and Sr. Some believe that if the name has *Jr.* or *Sr.* attached, *Mr.* or *Esq.* need not be used. Logically, this does not hold, for either *Sr.* or *Jr.* is part of the signature and can hardly be

considered a title. Therefore *James Duncan, Jr., Esq.*, or *Mr. James Duncan, Jr.*, is really the more correct form. In many cases *Sr.* is omitted, since in its omission lies the fact of senior being understood. *Jr.*, however, is always used until the death of the senior of the same name.

Official Titles

Titles of physicians, professors, clergy, titles by courtesy, and of those holding public office are generally abbreviated on the envelope and at the heading of a letter, except when extremely formal. *Esq.* or *Mr.* is never used in connection with any titles whatsoever in the above cases.

But where one addresses "My dear Doctor" or "My dear Professor," then the title is written in full. This form is not affected in formal notes, as it is more courteous to write title and name as, "My dear Doctor James" or "My dear Professor Duncan." In less formal notes these titles, when the name is added, may be abbreviated, but never in formal invitations.

Officers of the Army and Navy

All officers *above* the grade of lieutenant should be addressed by their titles and rank as,

General Henry F. Wood
Adjutant General
United States Army

I beg to enclose herewith my check for ten dollars in payment for the five tickets sent for the benefit for the Blind Babies' Association.

and should receive the written salutation in formal communications, "Sir;" in informal, "Dear General Wood." The word "General" should not be abbreviated.

War Office

Major General James F. Pointer
Commanding the Army of the United States

or:

Admiral James F. Pointer
Commanding the Fleets of the United States

It is a general rule in the Army and Navy that envelopes addressed to officers of both services should be written with their proper title. A lieutenant is generally:

Mr. J. G. Smith
Lieutenant 11th Regiment
United States Infantry

He is spoken of as Mister,—"My dear Mr.——."

A Commander in the Navy is sometimes called by courtesy, "Captain," although the envelope is addressed "Commander."

Foreign Legation

An Ambassador is addressed formally as "His Excellency" or "The Honorable Mr. Greene."

The Honorable Rufus Greene
Ambassador to Finland

EXECUTIVES OF STATE

Title	Addressing Envelope	Salutation Formal	Salutation Informal	Closing Formal	Closing Informal
President of United States	President Woodrow Wilson	Sir	My dear Mr. President	I have the honor to remain your most obedient servant	I have the honor to remain most respectfully (sincerely) yours
Vice-President	The Vice-President Thomas F. Blank	Sir or Dear Sir	My dear Mr. Blank	I have, sir, the honor to remain your obedient servant	I have the honor to remain most respectfully (sincerely) yours
Cabinet Member	Hon. or Honorable James Doe, Secretary of Interior, etc.	Sir or Dear Sir	My dear Mr. Doe	I have, sir, the honor to remain your obedient servant	I have the honor to remain most respectfully (sincerely) yours
Senator	Senator Thomas F. Gilt or Honorable Thomas F. Gilt	Sir or Dear Sir	My dear Senator Gilt	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Member of House of Representatives	Honorable James P. Turner	Sir or Dear Sir	My dear Mr. Turner	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Justice of Supreme Court	Mr. Justice M. Greene, or The Hon. M. Greene, Justice of Supreme Court	Sir or Dear Sir	Dear Justice Greene	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Governor of State	Governor John F. McCall	Sir or Dear Sir	Dear Governor McCall or Dear Mr. McCall	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Mayor of City	His Honor the Mayor of New York, Henry F. Ducault	Sir or Dear Sir	My dear Mayor Ducault	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours

CHURCH DIGNITARIES

Title	Addressing Envelope	Salutation Formal	Salutation Informal	Closing Formal	Closing Informal
Archbishop Anglican Church	The Most Reverend, His Grace the Archbishop of York	My Lord Archbishop, May it please Your Grace	My dear Lord Archbishop	I remain my Lord Archbishop, your Grace's most obedient servant	I have honor to remain, my dear Archbishop
Anglican Bishop	To the Right Reverend, the Lord Bishop of Kent	My Lord	My dear Lord Bishop	I have honor to remain your Lordship's obedient servant	I have honor to remain, my dear Lord Bishop, faithfully yours
Roman Catholic Archbishop	The Most Reverend John G. McCaular, Archbishop of Newgate	Most Reverend and dear Sir	Most Reverend and Dear Sir	I have the honor to remain your humble servant	I have the honor to remain your humble servant
Cardinal	His Eminence, Cardinal Newton	Your Eminence	Your Eminence or Dear Cardinal Newton	I have the honor to remain your humble servant	I have the honor to remain your humble servant
Roman Catholic Bishop	To the Right Reverend, Joseph F. White, Bishop of Massachusetts	Right Reverend and dear Sir	My dear Bishop White	I have the honor to remain your humble servant	I have the honor to remain your humble servant
Protestant Bishop	Right Reverend Edward F. Conroy, Bishop of New Jersey	Right Reverend and dear Sir	Dear Bishop Conroy	I have the honor to remain your obedient servant, or I remain respectfully (sincerely) yours	I have the honor to remain your obedient servant, or I remain respectfully (sincerely) yours

CHURCH DIGNITARIES — *continued*

Title	Addressing Envelope	Salutation Formal	Salutation Informal	Closing Formal	Closing Informal
Roman Catholic Priest or Protestant Minister	The Reverend James G. Hill (with D.D.) Reverend Doctor Hill	Reverend and dear Sir	Dear Father Hill (to Catholic) Dear Doctor or Mr. Hill (to Protestant)	I beg to remain, Yours sincerely	
Rabbi	Dr. F. G. Krauss	Dear Sir	Dear Dr. Krauss	I beg to remain, Yours sincerely	

ROYALTY

King or Queen	To His (Her) Most Gracious Majesty King George (Queen Mary)	Sir (or Madam), May it please your Majesty	Dear (or Honored) Sir (or Madam)	I have the honor to remain your Majesty's most obedient servant	
Royal Prince or Princess	To His (Her) Royal Highness, the Prince of Wales (or Princess Mary)	Sir (Madam), May it please your Highness	Dear Sir, Dear Madam	I have the honor to remain, your Royal Highness' humble servant	Your Royal Highness' most obedient servant
Duke and Duchess	To His (Her) Grace, the Duke of Devonshire (or Duchess of Devonshire)	My Lord (Madam), May it please your Grace	My dear Duke My dear Duchess	I have the honor to remain your Grace's most obedient servant	Believe me, Dear Duke (Duchess), yours very sincerely
Dowager Duchess	To Her Grace, the Dowager Duchess of Devonshire, or To Her Grace, Anne, Duchess of Devonshire	Madam, May it please your Grace	My dear Duchess	I have the honor to remain your Grace's most obedient servant	Believe me, Dear Duchess, yours very sincerely

TITLE	ADDRESSING ENVELOPE	SALUTATION FORMAL	SALUTATION INFORMAL	CLOSING FORMAL	CLOSING INFORMAL
Marquis Marchioness	To the Marquis of Fife, To the Marchioness of Fife or To the Most Noble Marquis of Fife, To the Most Noble Marchioness of Fife	My Lord Marquis Madam	My dear Lord Fife Dear Lady Fife	Believe me, Lord (Lady) Fife, very sincerely yours	Believe me Lord (Lady) Fife, very sincerely yours
Dowager Marchioness	To the Dowager, Marchioness of Fife, To Mary, Marchioness of Fife	Madam	Dear Lady Fife	Believe me, Lady Fife, very sincerely yours	Believe me, Lady Fife, very sincerely yours
Younger son and wife of a Duke or Marquis	To the Right Honorable, the Lord James Grey, To the Right Honorable, the Lady James Grey	My Lord	My dear Lord James Grey, Dear Lady James Grey	I have the honor to remain your Lordship's (Ladyship's) obedient servant	Believe me, My dear Lord (Lady) Grey, faithfully yours
Daughter of Duke, Marchioness or Earl	Right Hon. the Lady Janet Gregory (Informal) To the Lady Janet Gregory	Madam	Dear Lady Janet	I have the honor to remain your Lordship's (Ladyship's) obedient servant	Believe me, dear Lady Janet, very faithfully yours

Title	Addressing Envelope	Salutation Formal	Salutation Informal	Closing Formal	Closing Informal
Earl **Countess**	Right Honorable the Earl of Kent Countess of Kent	My Lord (Madam)	Dear Lord Kent Dear Lady Kent	Believe me, my dear Lord (Lady) Kent, sincerely yours	
Viscount **Viscountess**	Right Honorable Viscount (Viscountess) Grey or To Viscount Grey To Viscountess Grey	My Lord (Madam)	Dear Lord	Believe me, my dear Lord (Lady) Kent, sincerely yours	
Baron **Baroness**	Right Honorable the Baron Whiteside, The Right Honorable the Baroness Whiteside	My Lord (Madam)	Dear Lord	Believe me, my dear Lord (Lady) Kent, sincerely yours	
Younger son and Wife of Earl, Viscount or Baron	To the Honorable James Warwick, To the Honorable Mrs. Warwick	Sir, Dear Sir (Madam, Dear Madam)	Dear Mr. Warwick Dear Mrs. Warwick	I have the honor to remain your obedient servant	Believe me, dear Mr. or Mrs. Warwick, sincerely yours
Daughter of Viscount or Baron	To the Honorable Miss Grey	Dear Madam	Dear Miss Grey	Believe me, sincerely yours	
Baronet **Lady**	To Sir James Grey, Bart. To Lady Grey	Sir, Madam	Dear Sir James Dear Lady Grey	Believe me, dear Sir James, faithfully yours Believe me, dear Lady Grey, faithfully yours	
Knight **Lady**	Sir James Grey, Lady James Grey	Sir Madam	Dear Lady Grey Dear Sir James	Believe me, dear Sir James, faithfully yours Believe me, dear Lady Grey, faithfully yours	

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